Microsoft Excel 2019 for Beginners

Tips and Tricks in easy steps

HOANG PHUONG

Making Everything Easier!

Microsoft Excel 2019 for Beginners

Tips and Tricks in easy steps
Learn to:

1. Getting started with Excel 2019
2. Working with Data and Excel Tables
3. Working with worksheets
4. Formatting the cells
5. Formatting the worksheet
6. Using formulas and functions
7. Creating Charts and Graphics
8. Printing
9. Keyboard Shortcuts

By Hoang Phuong INTRODUCTION

Microsoft Excel 2019 is a tool that can be applied to many business tasks, including statistics, finance, data management, forecasting, analysis, inventory, billing, business, even word processing and graphic design. And Excel is also one of the world's most popular programs for keeping all kinds of business and personal lists, from professional contacts to family addresses to home inventories.

In addition, Microsoft Excel 2019 for Beginners: Tips and Tricks in easy steps is designed for readers who have some experience with Excel and are pretty comfortable finding their way around the program.

Therearealotof greatfeaturestolearnabout,solet'sgetstarted! Contents

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CHAPTER 1

GETTING STARTED WITH EXCEL 2019

STARTING EXCEL

After you install **Excel** on your computer, you can start it from the **Start** button in **Windows**, which opens the program with a new, blank workbook.Youcanalsostart**Excel**in**Windows**bypinningittothetaskbar and clicking it when viewing your computer in **Desktop** mode.

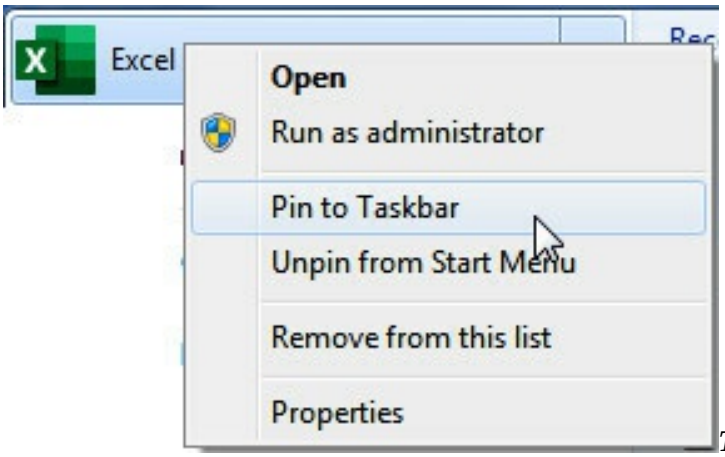
1. Click the **Start** button > **Excel 2019** icon.
2. Ifnecessary, scroll to the **Start** screen to displaythe **Excel 2019** icon.
3. Click or tap the **Excel 2019** icon.

Tip:

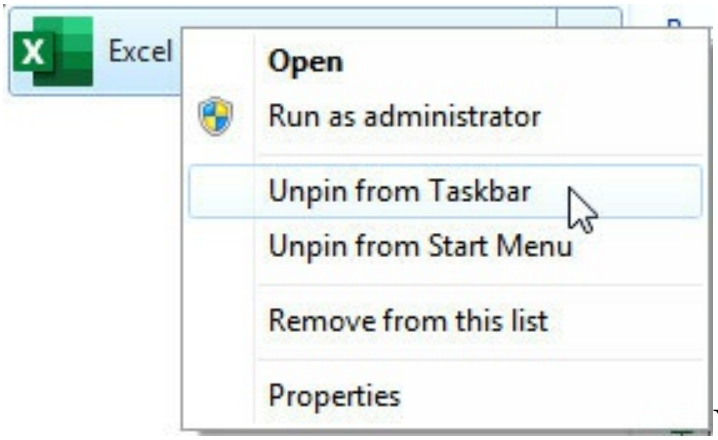
If necessary, hold down **Ctrl+Esc** to displaythe **Start** screen.

PIN EXCEL 2019 TO THE TASKBAR

1. Right-click the **Excel 2019** icon.
2. Click **Pin to Taskbar**.



Tip:



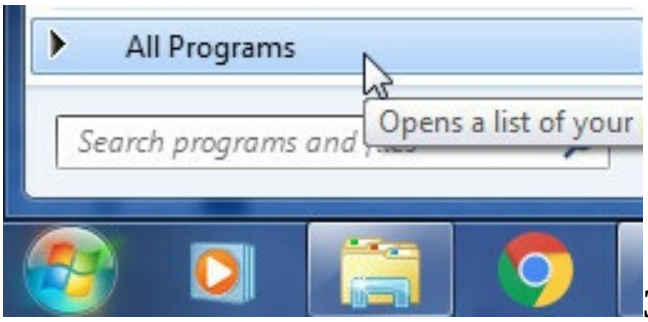
You can also click on the **Unpin from Taskbar** to unpin **Excel 2019** icon.

STARTING EXCEL 2019 IN WINDOWS

If your computer uses the **Microsoft Windows** operating system, you can run **Excel 2019** by opening the **Start** menu, displaying the **Microsoft Office 2019** programs, and clicking **Excel 2019** icon. You can display the **Start** menu by clicking the **Start** button or by pressing **Ctrl+Esc**, whichever is faster for you.

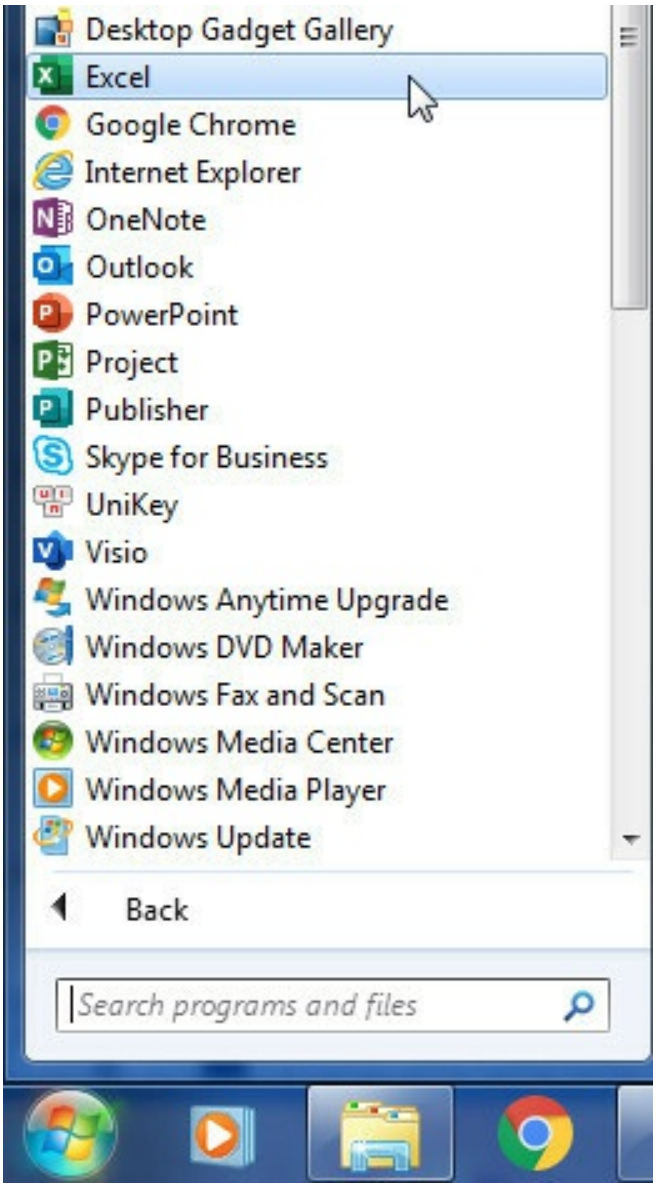
1. Click the **Start** button on the taskbar.

2. Click **All Programs**.



3. Click **Microsoft Office 2019**.

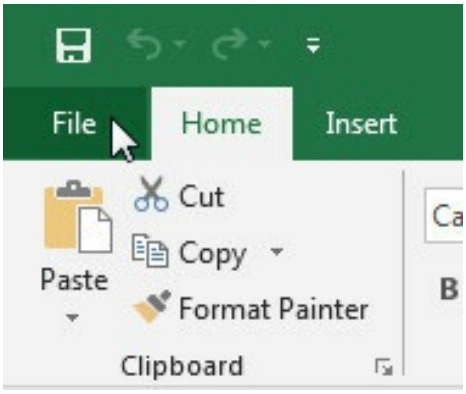
4. Click **Excel 2019** icon.



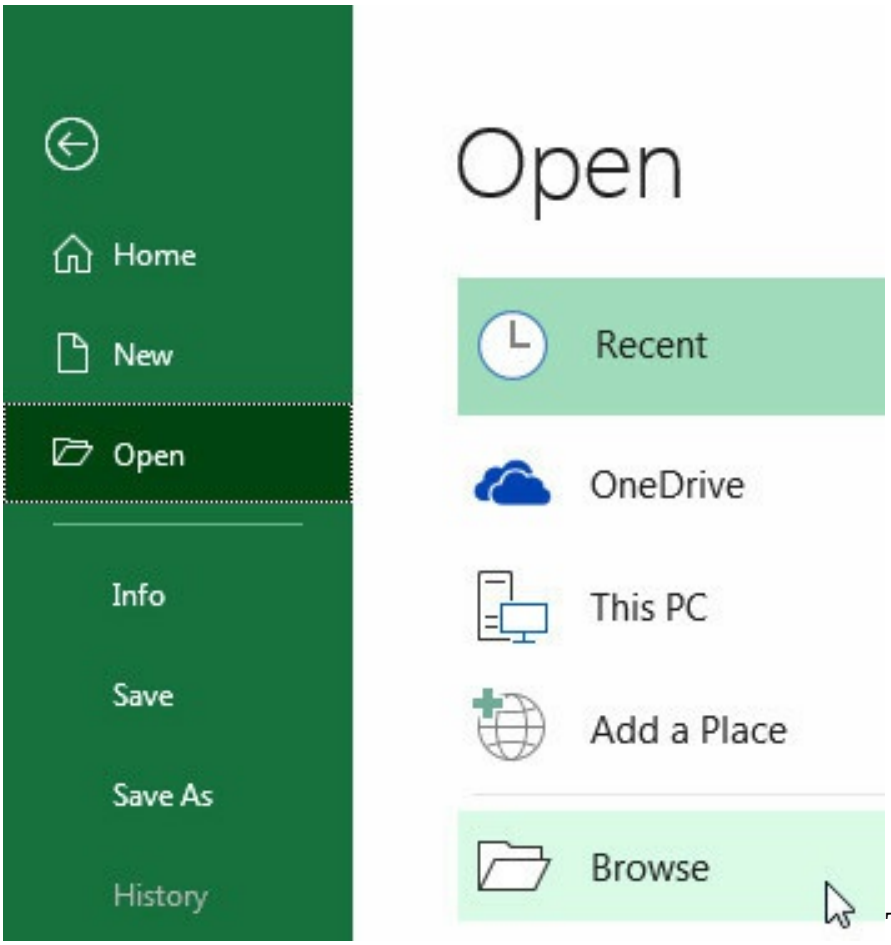
OPEN A WORKBOOK

After you create an **Excel** workbook, you will probably want to open it again, whether to verify the contents, add or update data, or copy data from one workbook to another. If you know where in your file system your workbook is stored, you can use the **Open** dialog box within Excel to locate and open your file.

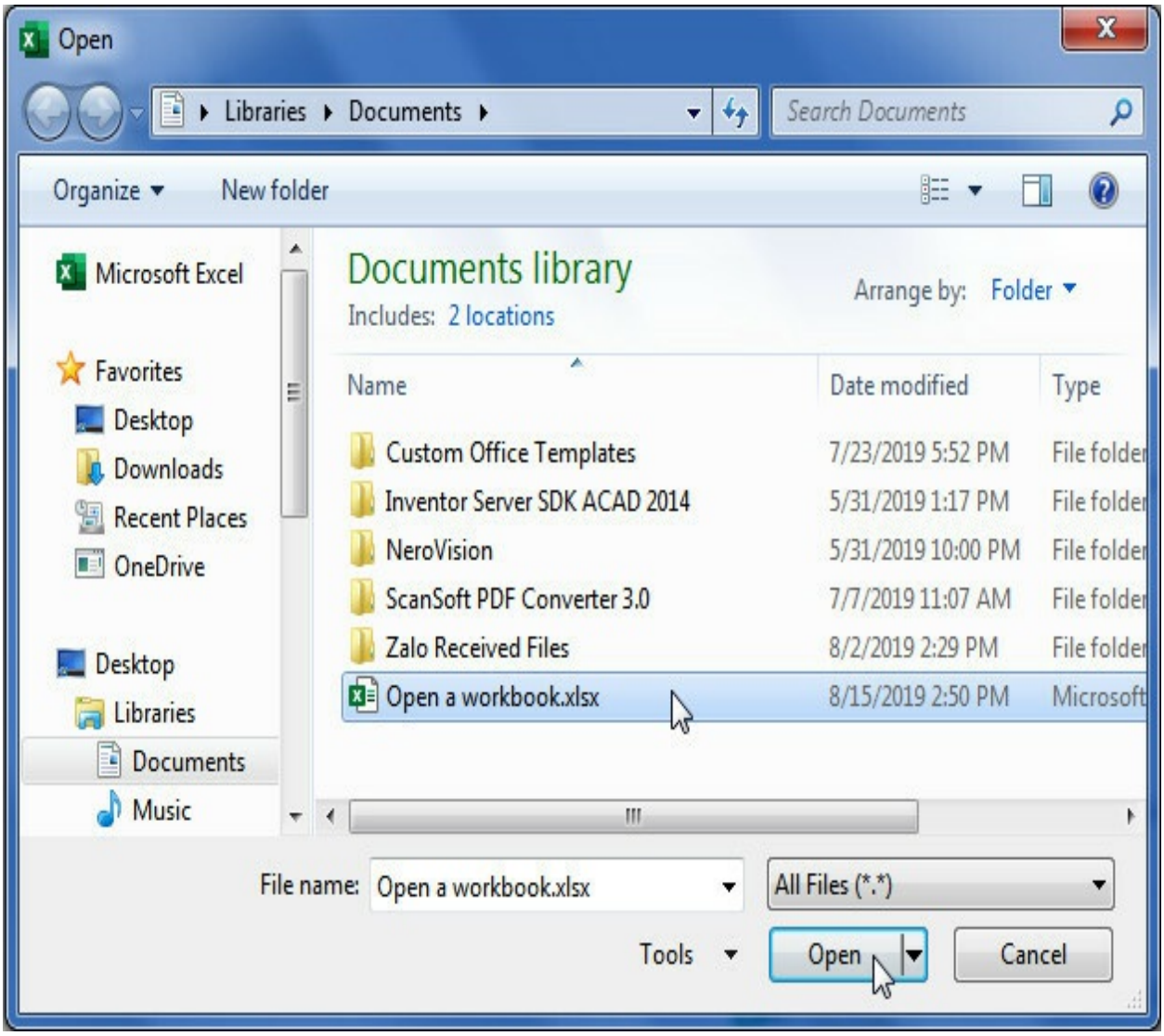
1. Click the **File** tab.



2. Click **Open**.
3. Click **This PC**.
4. Click **Browse**.



The **Open** dialog box will display.

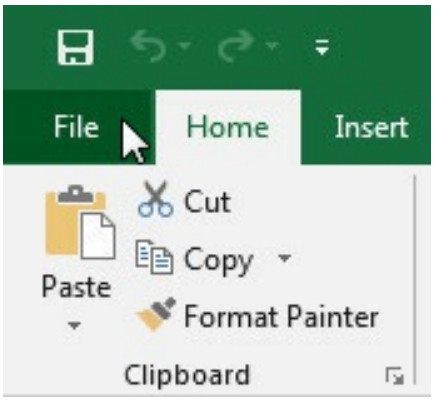


5. Navigate to the folder that contains the workbook that you want to open.
6. Click the workbook.
7. Click **Open**.
Tip: You can alsohold down **Ctrl**+**O**to openthe **Open**dialogbox.

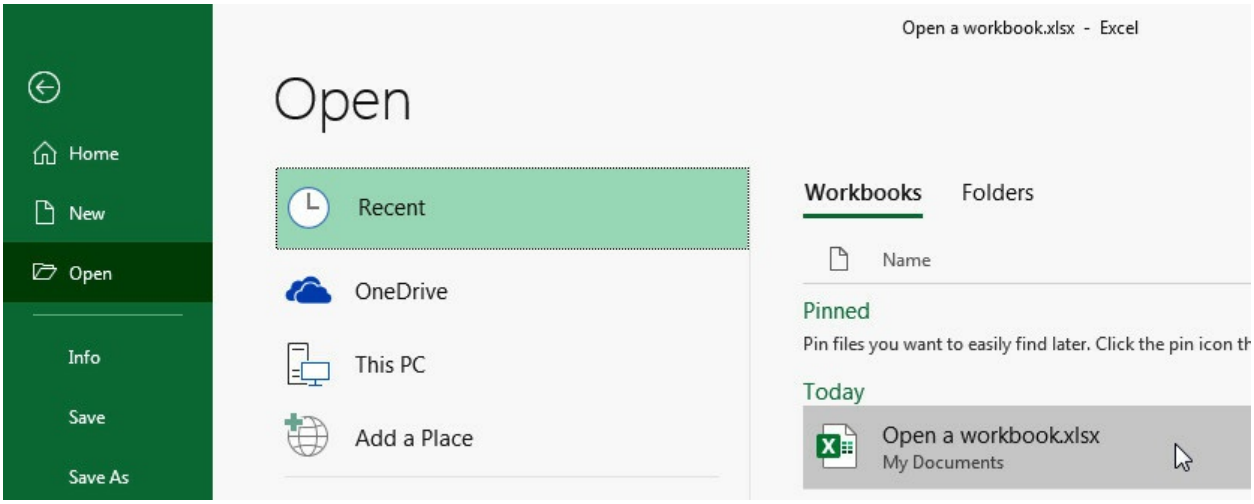
OPEN A RECENTLY USED WORKBOOK

If you worked with your file recently, you can probably also find it in the **Recent Workbooks** list in the Backstage view that you display by clicking the **File** tab.

1. Click the **File** tab.



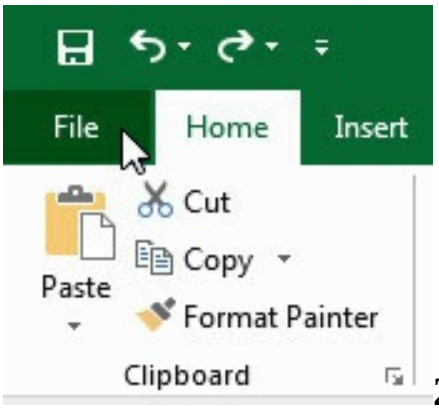
2. Click **Open**.
3. Click **Recent > Workbooks**.
4. Click the workbook that you want to open.



CREATING A NEW WORKBOOK

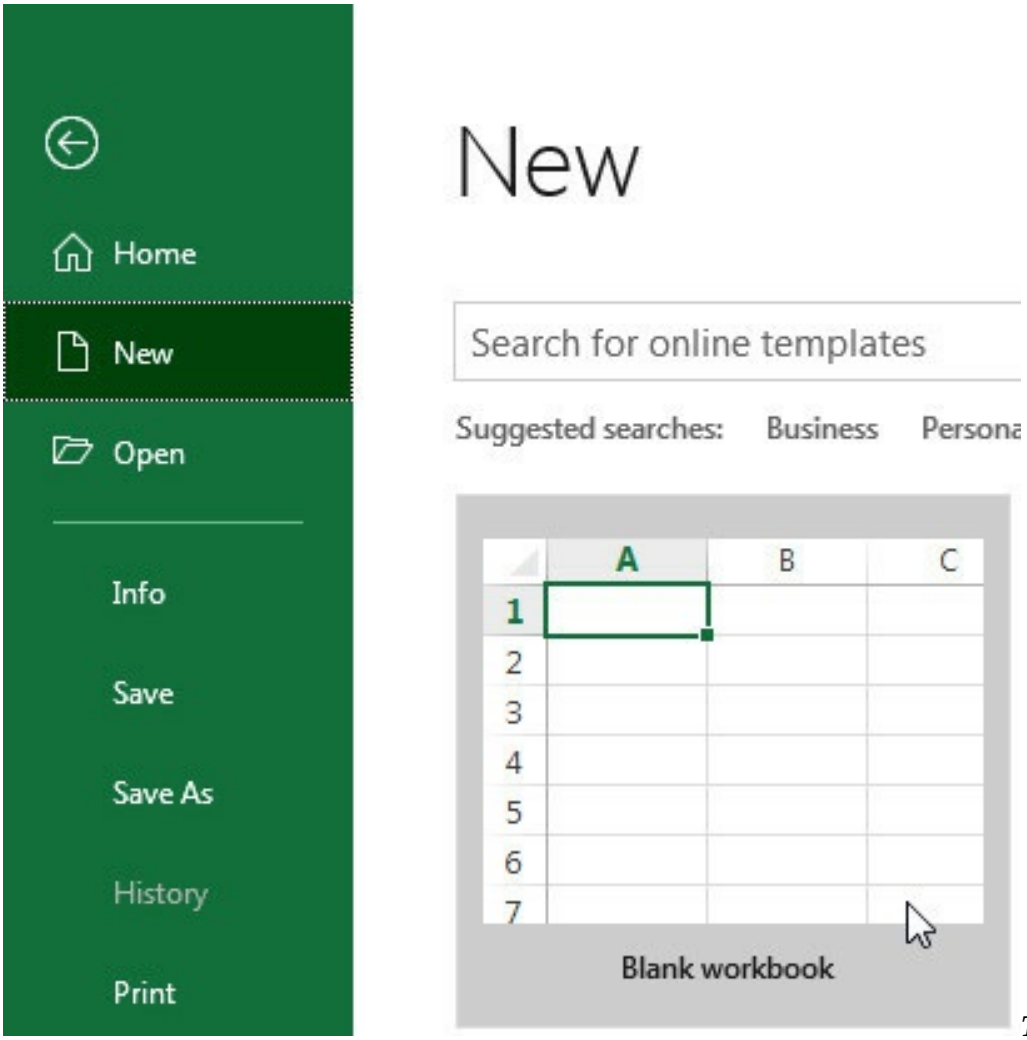
You can should create a new workbook any time that you need a place to store data on a new subject. For example, you might track company's sales in one workbook, and your employees personal information and salaries in another.

1. Click the **File** tab.



2. Click **New**.

3. Click **Blank workbook**.



Tip:

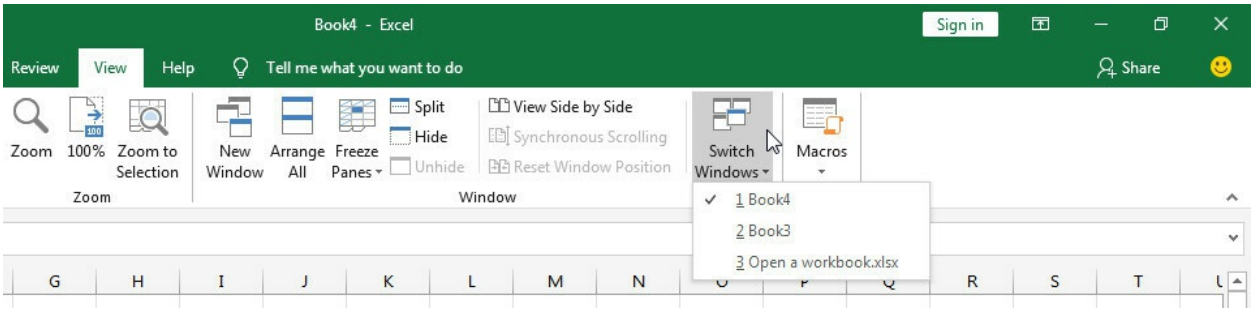
You can also create a new blank workbook by hold down **Ctrl+N** at any time that when you are not in **Backstage** view.

WORKING WITH MULTIPLE WORKBOOKS

When you create an Excel workbook for each subject, you sometimes need to look at data from more than one workbook. In this cases, you can switch between workbooks by choosing the workbook's name from the list displayed when you click the **Switch Windows** button on the **View** tab. You can also choose one of several arrangements so that you can work with workbooks effectively.

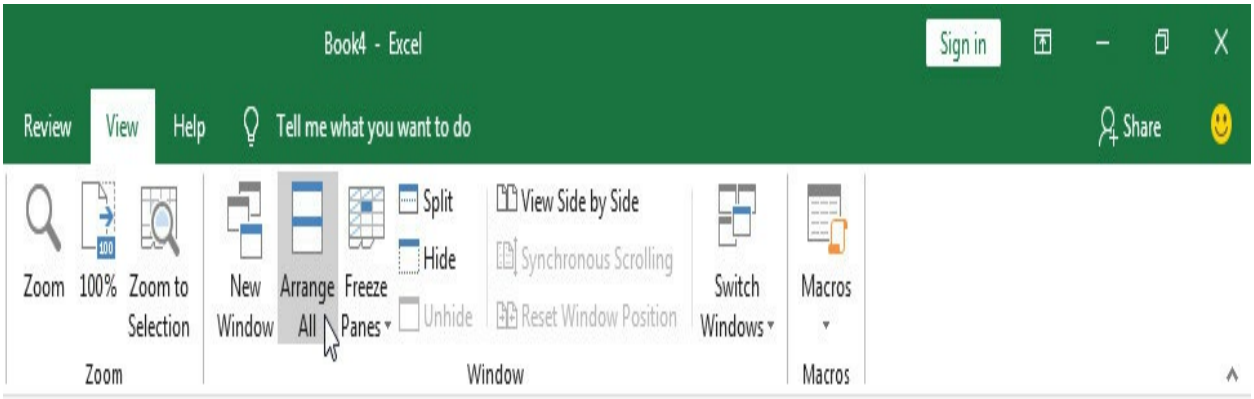
Switch between open workbooks

1. Click the **View** tab.
2. Click **Switch Windows**.
3. Click the name of the workbook that you want to display.

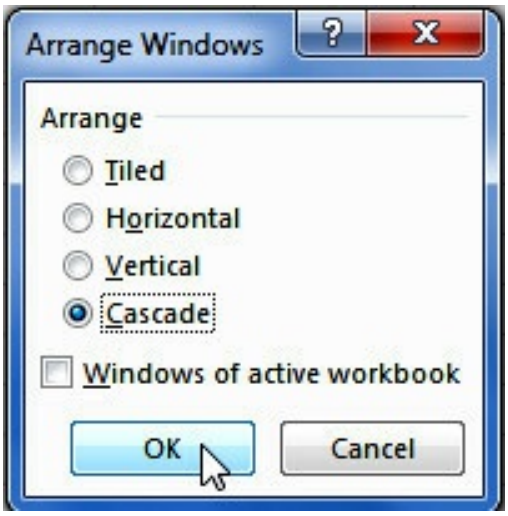


Show more than one workbook

1. Click the **View** tab.
2. Click **Arrange All**.



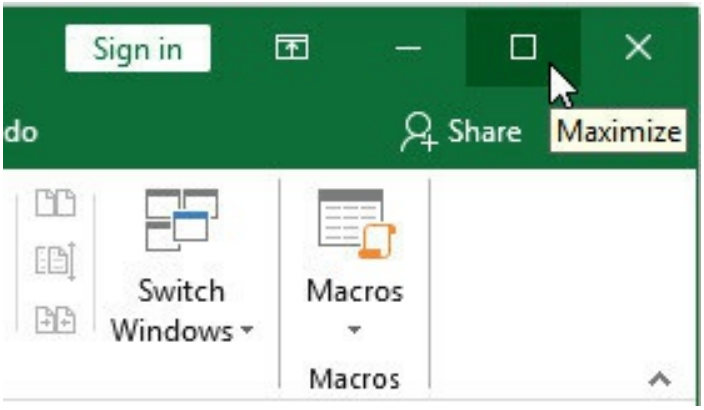
3. Select the arrangement that you want.
4. Click **OK**.



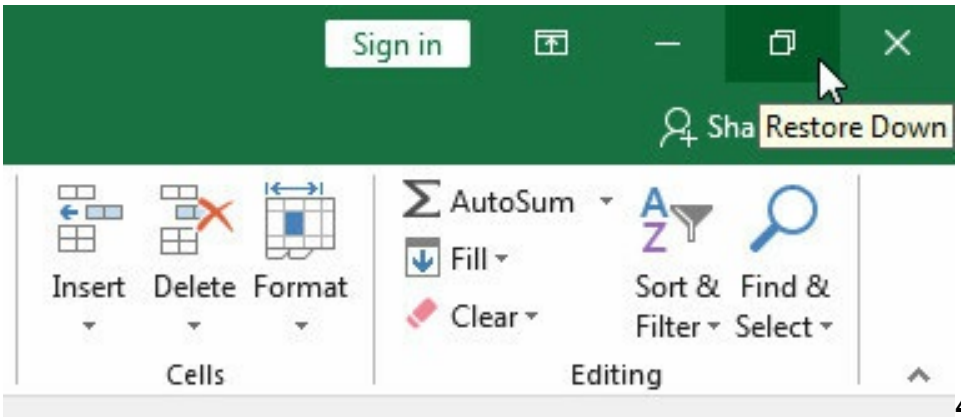
SIZING AND VIEWING WINDOWS

When you work with windows in the Excel program, you can make a workbook's window as large. If have more than one workbook open at a time, you can choose from several display arrangements to order the windows most effectively.

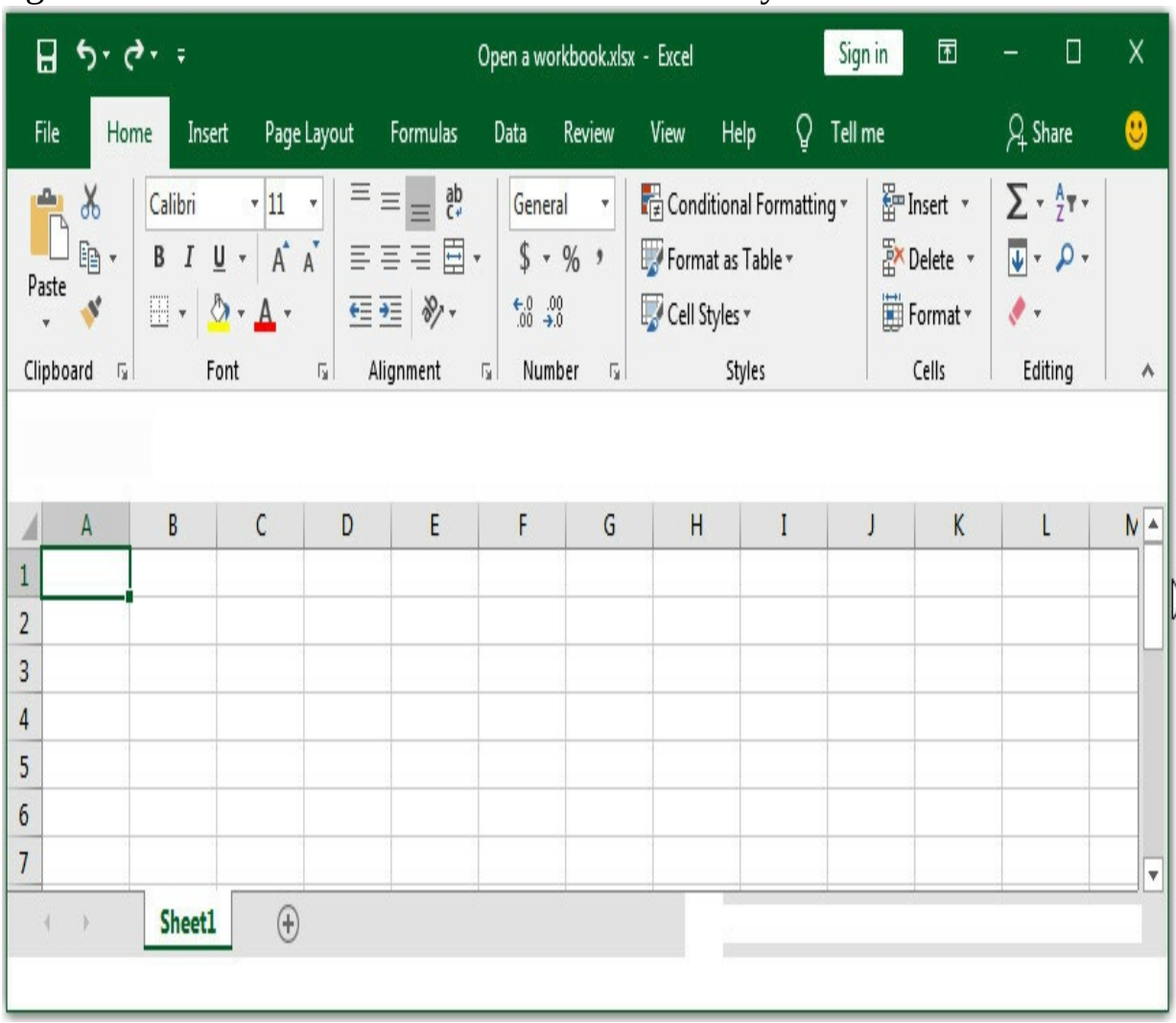
1. Click the **Maximize** button to make the window take up the entire screen.



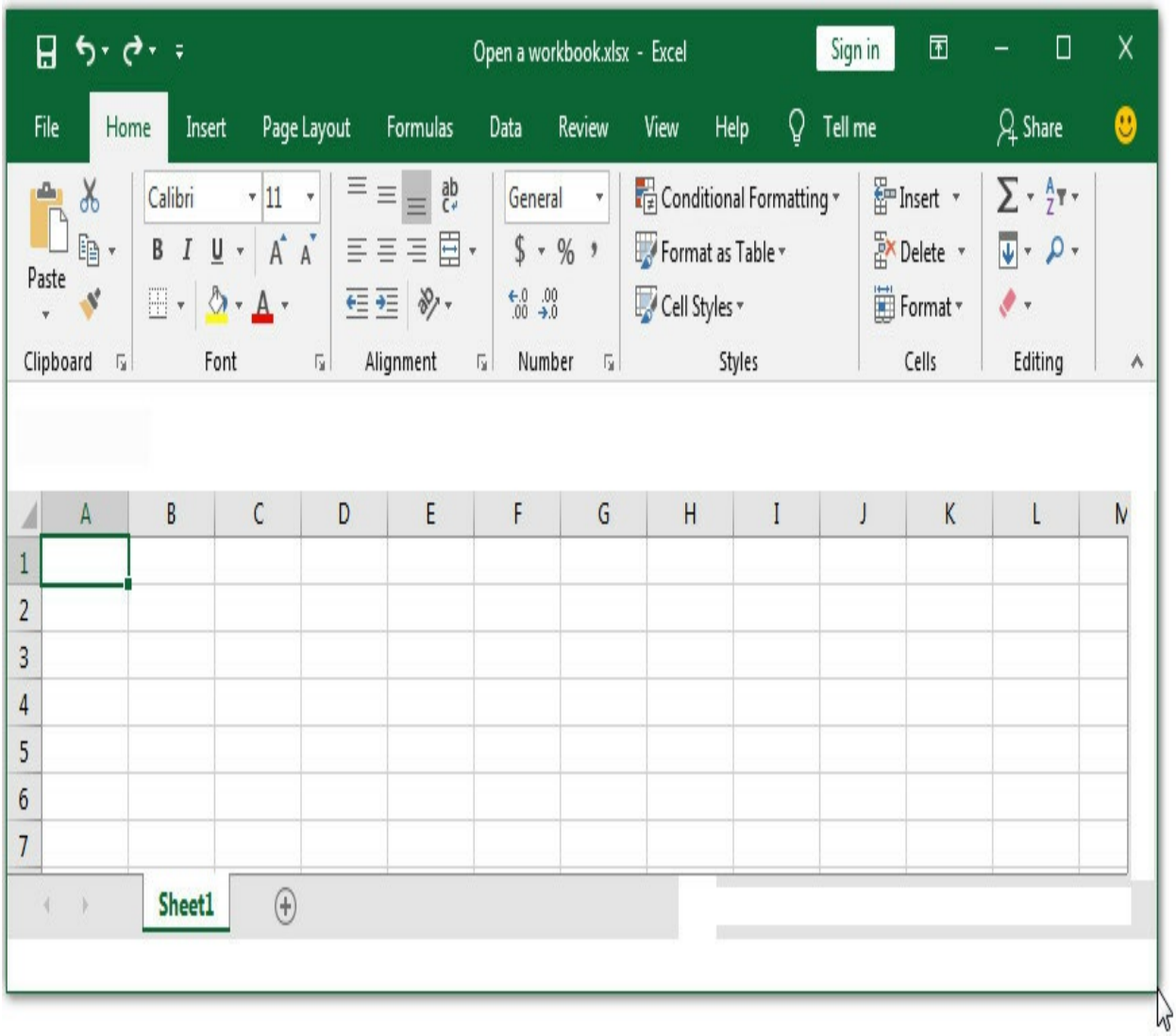
2. Click the **Minimize** button to represent the window as a button on the taskbar.
3. Click the **Restore Down** button to return the window to its previous size.



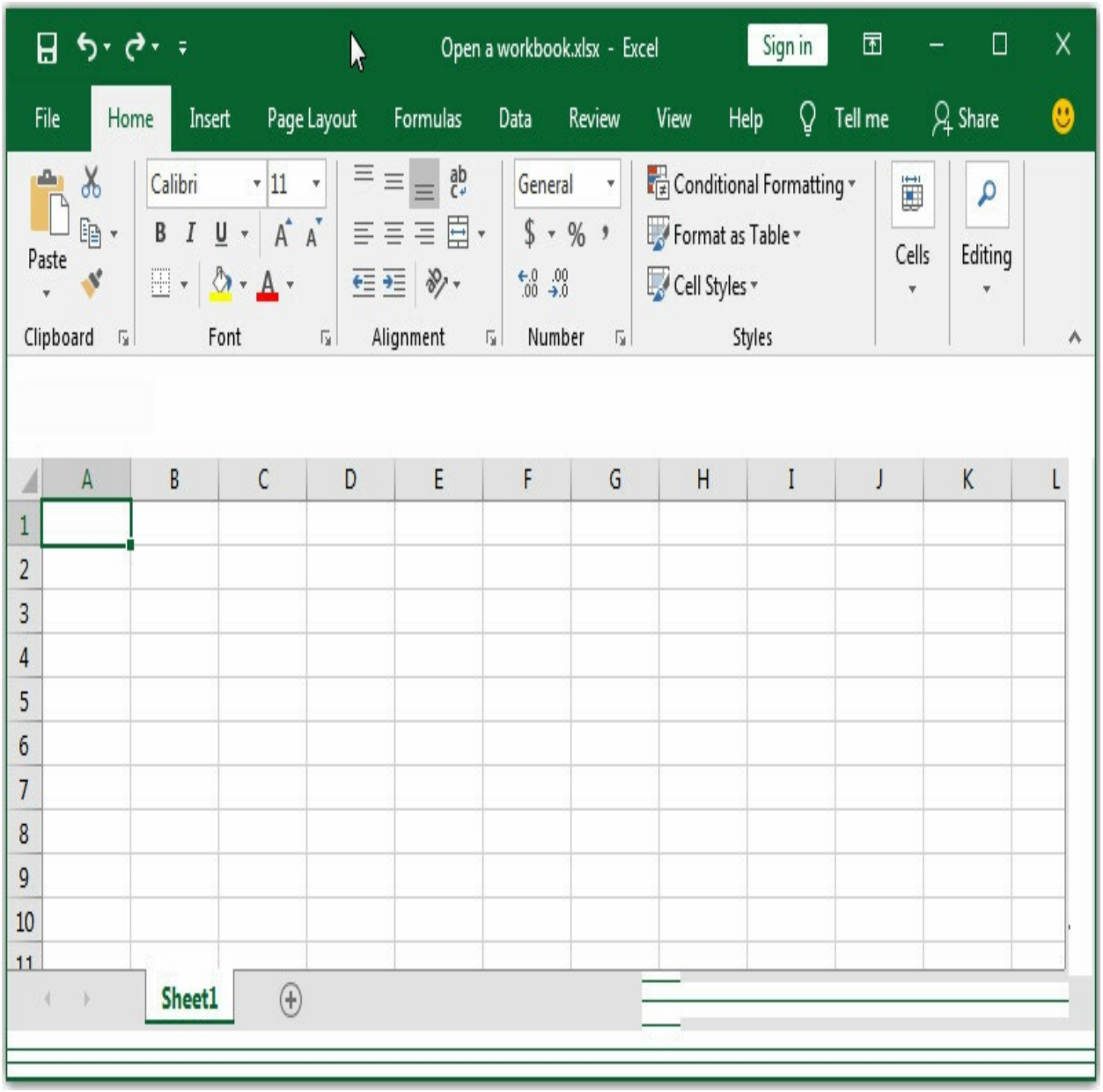
4. Drag the left or right border of the window to resize it horizontally.



5. Drag the top or bottom border of the window to resize it vertically. **6.** Drag a corner to resize the window both horizontallyand vertically.



7. Drag the window’s title bar to change its position.



Note:

The **Maximize** and **Restore** buttons are actually two states of the same button, so you will never see them on a window at the same time.

ZOOMING IN OR ZOOM OUT A WORKSHEET

If are not like with how much of your worksheet can see, you can make the worksheet larger or smaller without changing the window size. When zoom out a worksheet, you can see the layouts, but it might be difficult to read the

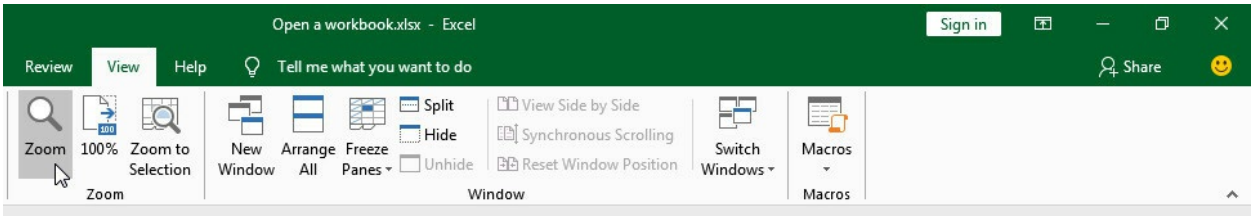
data in individual cells. To get a better look at the data in cells, you can zoom in a worksheet.

Zoom in or zoom out

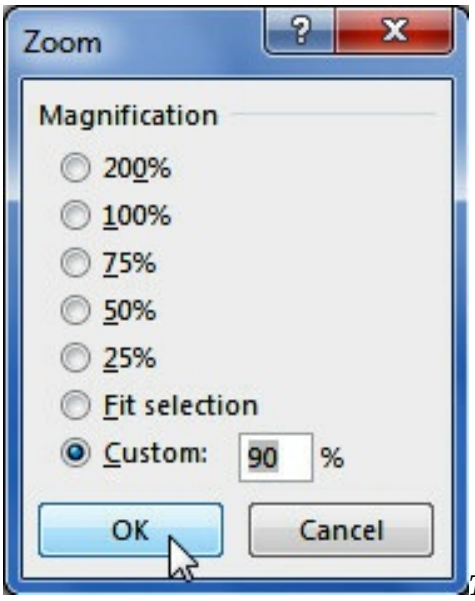
1. Click the **Zoom In** control to make your window's contents **10** percent larger for the per click mouse.
2. Click the **Zoom Out** control to make your window's contents **10** percent smaller for the per click mouse.
3. Drag the **Zoom** slider control to the left to zoom out or to the right to zoom in.

Zoom in or out to a custom zoom level

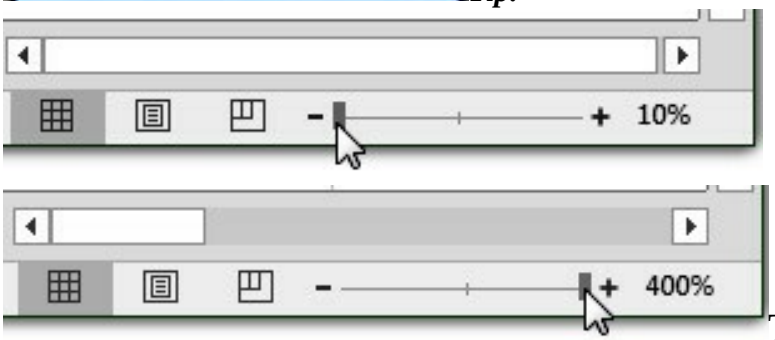
1. Click the **View** tab.
2. Click **Zoom**.



The dialog box **Zoom** will be displayed.
3. Select the **Custom** option.
4. Type a new zoom level in the **Custom** field.
5. Click **OK**.



Tip:



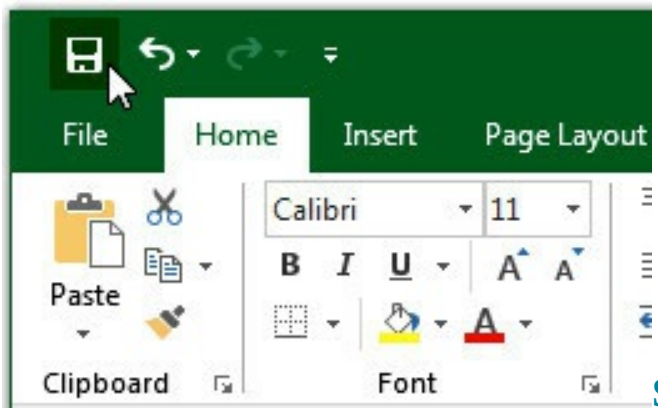
The maximum zoom level is **400** percent; the minimum zoom level is **10** percent.

SAVING EXCEL WORKBOOKS

There’s nothing more difficulty than when you forget to save file. Whenyoucloseyourworkbook,Excelcheckstoseewhetherithaschanged since the last time you saved it. If you want to save multiple versions of the same workbook, you can create a copy of your file by saving it with a different name.

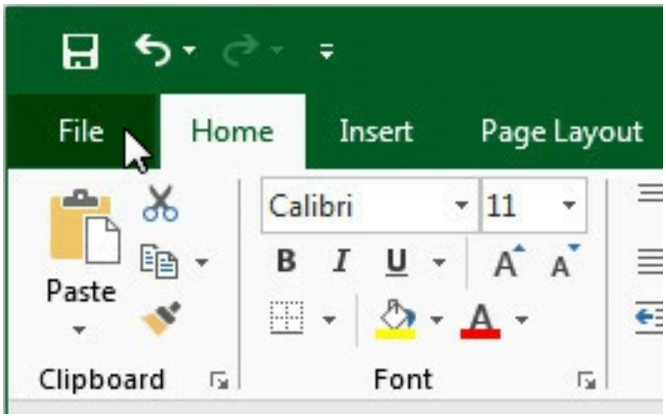
Save a workbook

1. Click the **Save** button on the **Quick Access** toolbar.

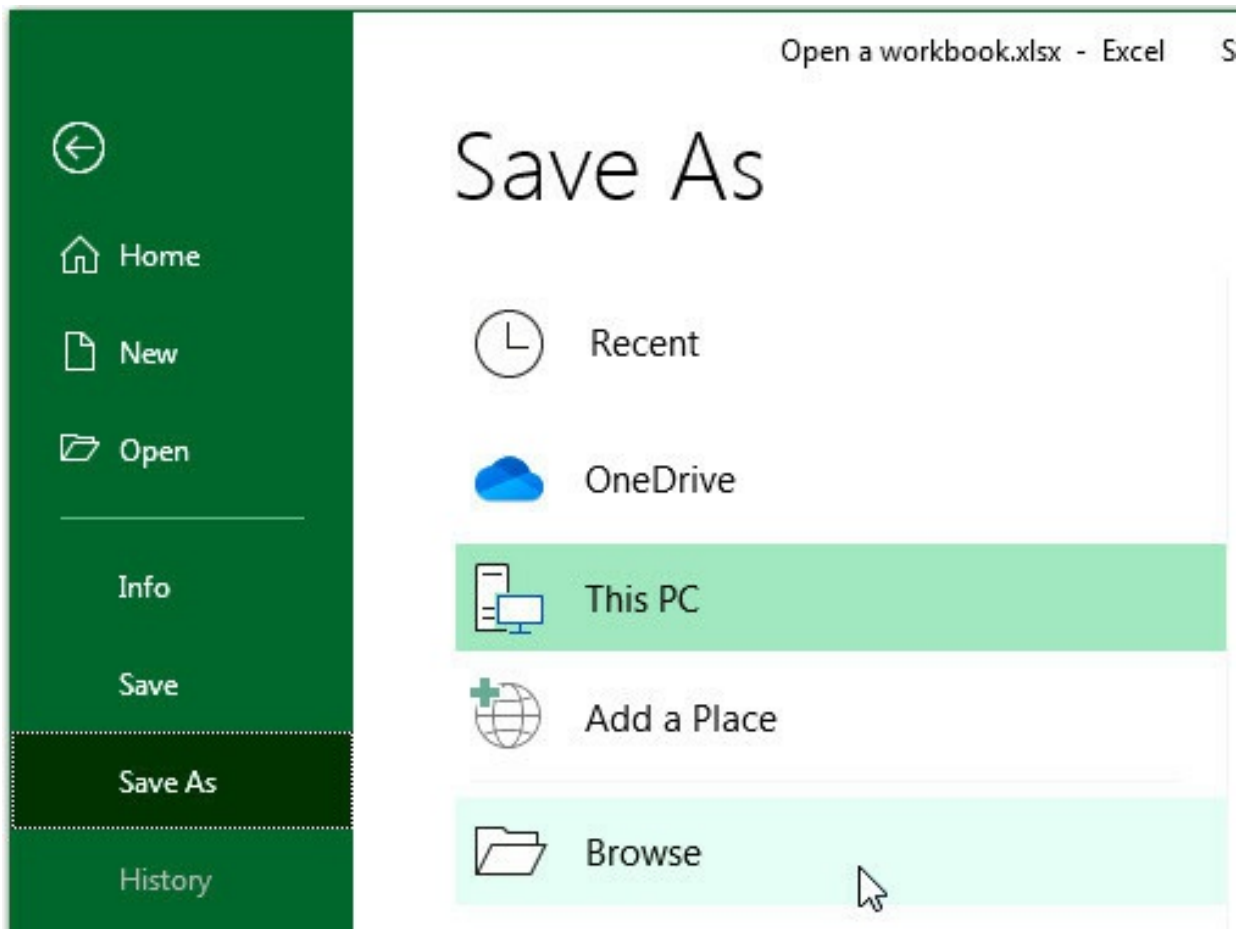


Save a workbook with a new name

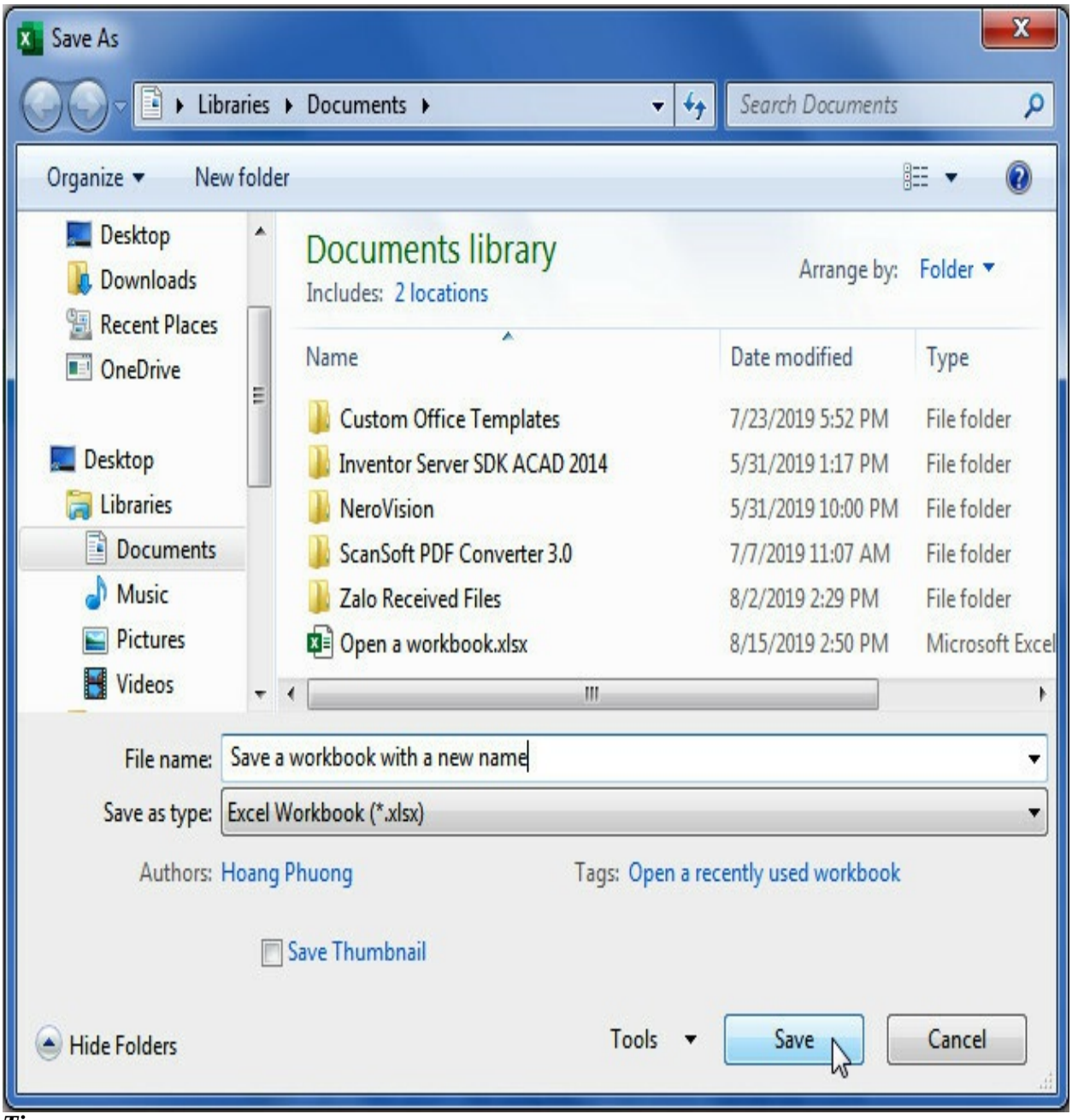
1. Click the **File** tab.



2. Click **Save As**.
3. Click **This PC**.
4. Click **Browse**.



The dialog box **Save As** will be displayed.
5. Navigate to the directory where you want to save file.
6. Type a new file name.
7. Click **Save**.



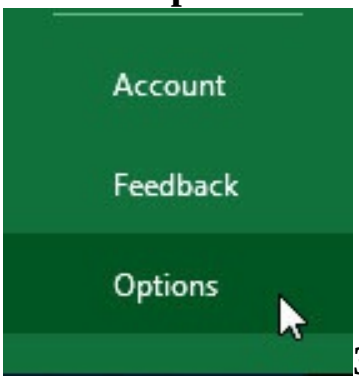
Tip:

You can also save a workbook by hold down **Ctrl+S**.

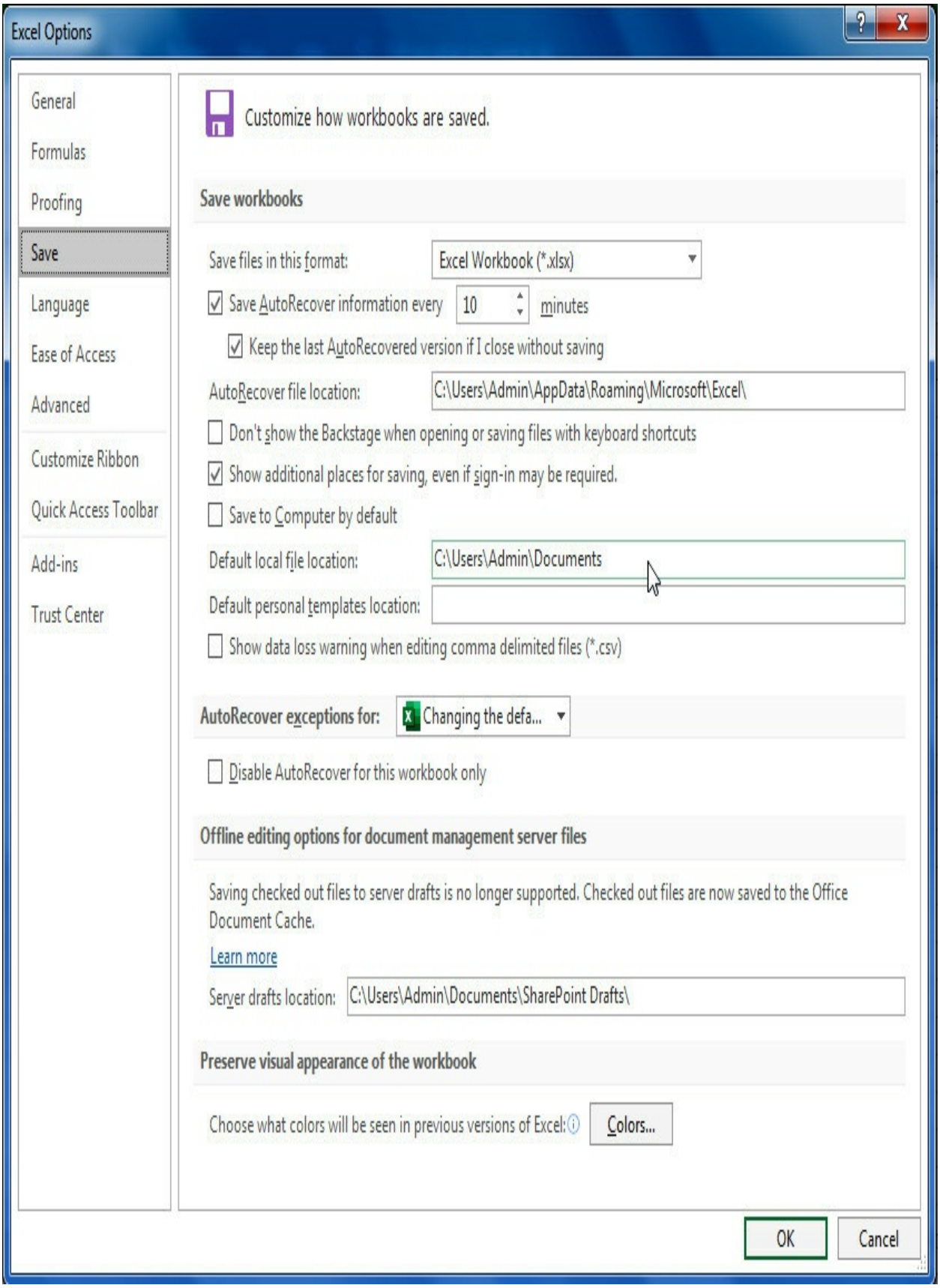
CHANGING THE DEFAULT FILE FOLDER

When display the Open, Save, and Save As dialog boxes in Excel, the program opens to its default folder, which is usually your Documents folder. If frequently open workbooks that are saved in folders other than Documents, you can change the folder that Excel displays by default.

1. Click the **File** tab.
2. Click **Options**.



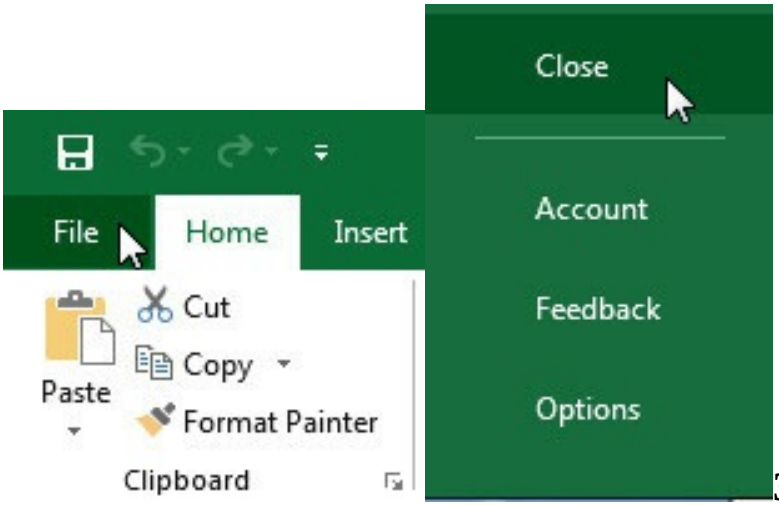
3. Click **Save** in the **Excel Options** dialog box.
4. In the **Default local file location** box, type the path for the folder that you want to appear by default.
5. Click **OK**.


Excel Options
General
Formulas
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Customize how workbooks are saved.
Save workbooks
Save files in this format:
Excel Workbook (*.xlsx)
Save AutoRecover information every
10
minutes
Keep the last AutoRecovered version if I close without saving
AutoRecover file location:
C:\Users\Admin\AppData\Roaming\Microsoft\Excel\
Don't show the Backstage when opening or saving files with keyboard shortcuts
Show additional places for saving, even if sign-in may be required.
Save to Computer by default
Default local file location:
C:\Users\Admin\Documents
Default personal templates location:
Show data loss warning when editing comma delimited files (*.csv)
AutoRecover exceptions for:
Changing the defa...
Disable AutoRecover for this workbook only
Offline editing options for document management server files
Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.
Learn more
Server drafts location:
C:\Users\Admin\Documents\SharePoint Drafts\
Preserve visual appearance of the workbook
Choose what colors will be seen in previous versions of Excel:
Colors...
OK
Cancel

CLOSING WORKBOOKS AND EXITING EXCEL

When done working with an Excel workbook, you can close it to reduce the clutter on desktop and the amount of memory that computer uses to manage programs. You can also exit the Excel program when completed your work and are ready to move on to other tasks.

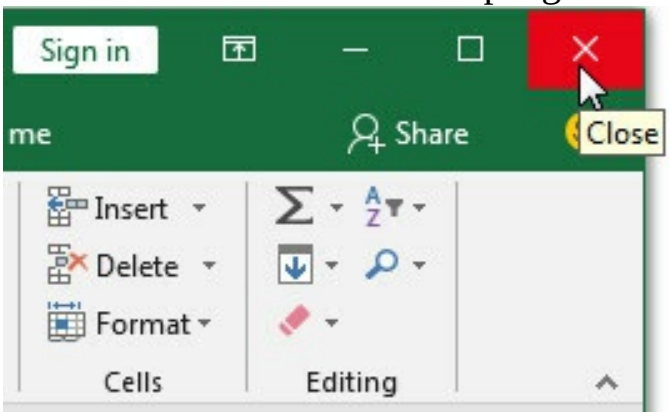
Close a workbook **1.** Click the **File** tab.
2. Click **Close**.



3. If a dialog box appears asking whether you want to save any unsaved changes, you can do any of the following:
4. Click **Save** to save the workbook using the same name and location. **5.** Click **Don't Save** to discard all the changes made since the workbook was last saved.
6. Click **Cancel** to return to the workbook.

Exit Excel

1. Click **Close** button at the top-right corner of the program window.



Trick:

Youcanalsousethekeyboardshortcut**Ctrl+W**toexittheprogram.

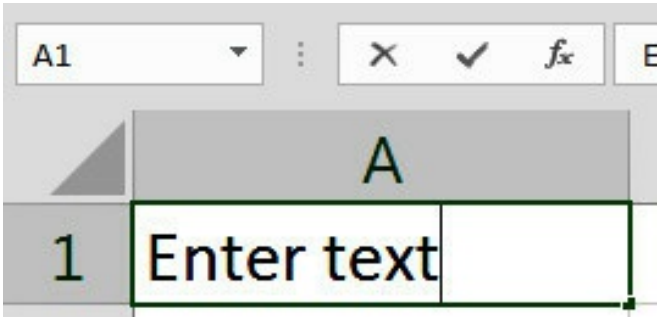
CHAPTER 2

WORKINGWITHDATAANDEXCELTABLES
ENTERING TEXT IN CELLS

You can type any sort of text you want directly in a cell, whether the text is a label identifying the data in a row or column. Most text entered in Excel workbooks is short enough to fit on one line, but if you want to have the text in a cell appear on two or more lines and break at a specific location, you can easily insert a line break.

Enter text one line

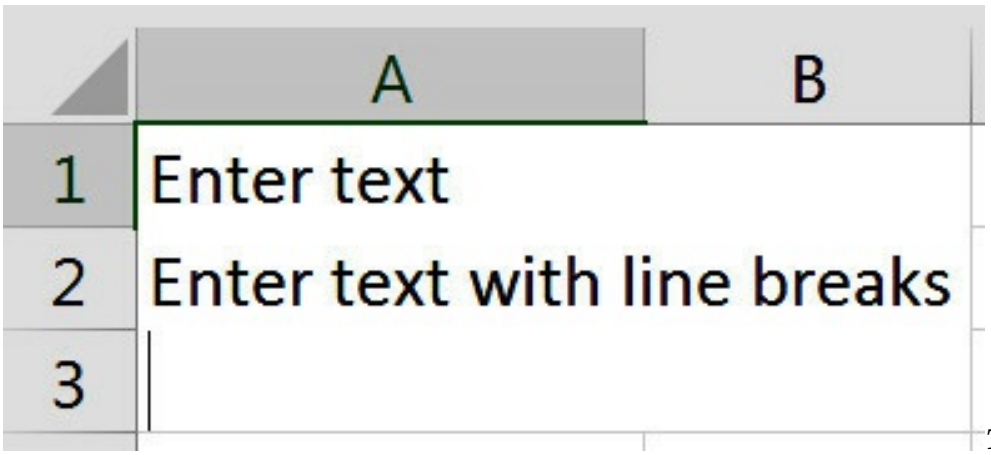
1. Click choice the cell to enter text.
2. Type the text.
3. Press **Enter** key.



Enter text with line breaks

1. Click the cell to enter text.

2. Type the text to appear the first line. Press hold down **Alt** + **Enter** to insert a line break.
3. Type the text to appear on the second line, and press key **Enter**.



Tip:

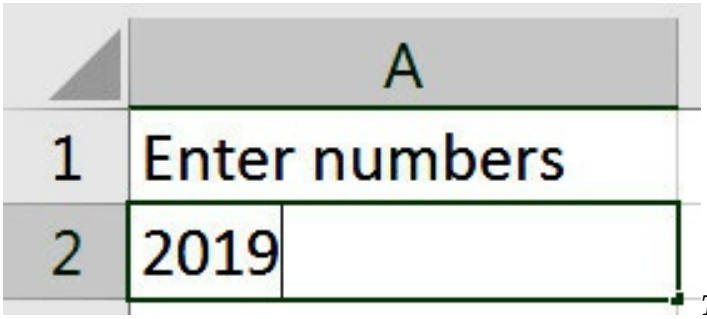
InMicrosoftExcel,willtheformulabardoesn'tautomaticallyexpandtodisplayallth bar'sentire contents, youcan presshold down (**Ctrl+Shift + U**).

ENTERING NUMBERS IN CELLS

Entering numbers in Excel is as simple as clicking the cell and typing, but you can also enter large or small numbers.

Enter numbers

1. Click the cell to enter numbers.
2. Type a numerical value.
3. Press **Enter** key.



Trick:

The apostrophe will not appear in the cell, but a green icon will appear in the corner of the cell. Click the cell to display formatting options which you can apply to the data.

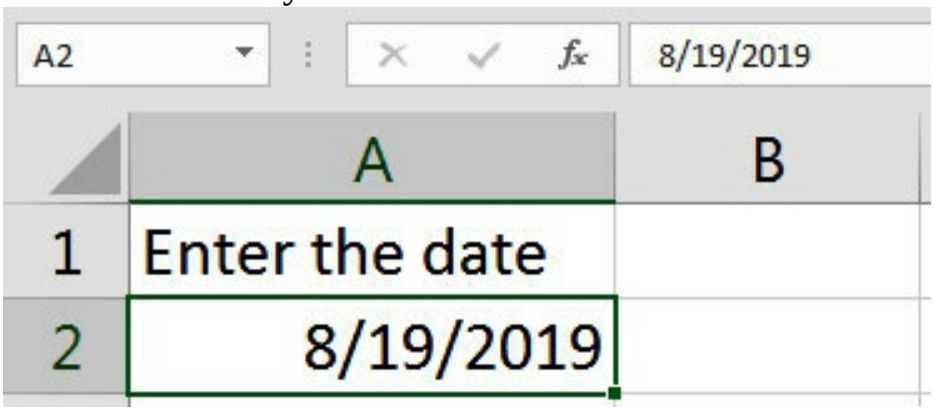
ENTERING THE DATES AND TIMES IN CELLS

Dates and times are important in, so Excel takes care to get them right. Excel understands dates no matter how you type them, so you can change the formatting dates later.

Enter the date

1. Click the cell to enter a date.

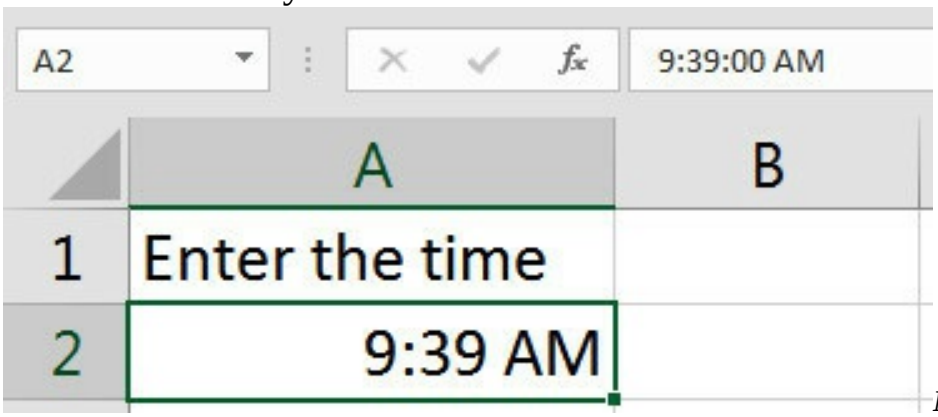
2. Type the month, day, and year, with each number separated by a slash (/) or a hyphen (-).
3. Press **Enter** key.



Enter the time

1. Click the cell to enter a time.

2. Type the hour, a colon (**:**), and then type the minutes. Press the spacebar key, and type **a** or **p** for **A.M**. or **P.M**.
3. Press **Enter** key.



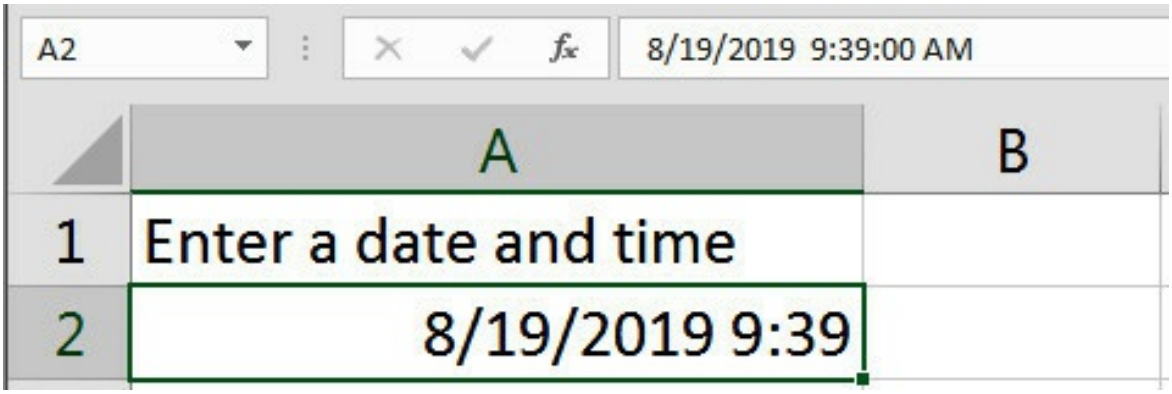
Note:

Your regional settings affect which entries Excel interprets as dates. In countries that represent dates using the **Day/ Month/Year** format, **8/19/2019**

would be interpreted as a text entry because there are only **12** months in a year.

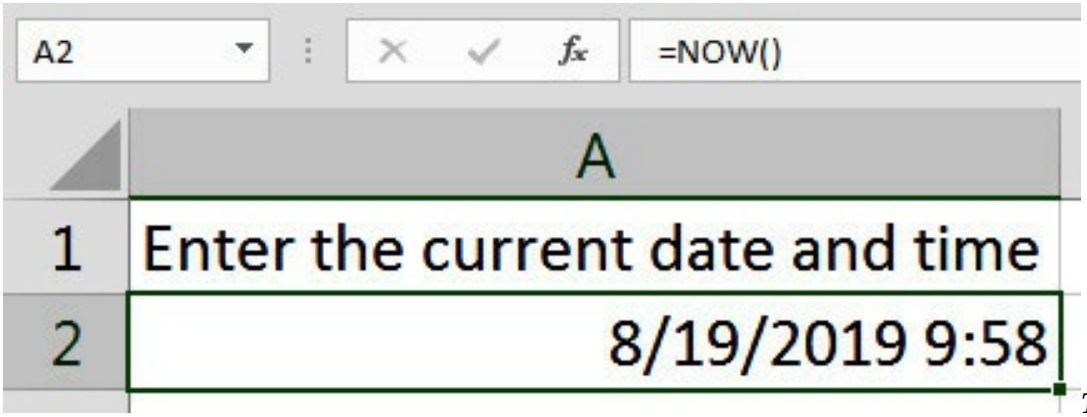
Enter a date and time

1. Click the cell to enter a date and time.
2. Type a date, press the spacebar key, and then type a time.
3. Press **Enter** key.



Enter the current date and time

1. Click the cell to enter the current date and time.
2. Type **=NOW()**.
3. Press **Enter** key.



Tip:

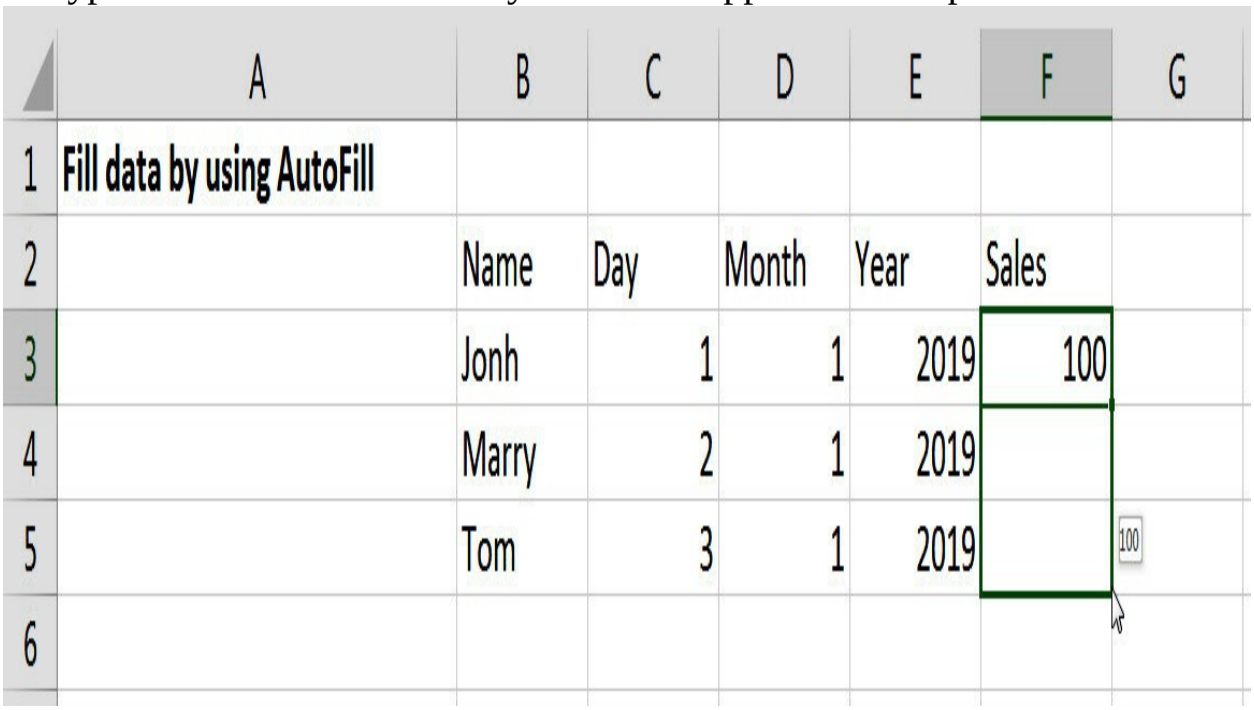
You can also enter the current date by pressing **Ctrl-;** and the current time by pressing **Ctrl-Shift-;**. These values are entered as static values and won't change when Excel recalculates the worksheet where they're will enter.

ENTERING DATA BY USING FILLS

The entering a long series of data, such as the days in the month, weekdays.As you type or paste the data, it’s to forget which months have 31 days or on which day of the week the first of a month falls. Using AutoFill, you can type a label or value in one cell and assign it to many other cells, type labels or values in two or more cells and have Excel will extend the series based on the relationship of the cell entries or can even extend dates by a day, a month, or a year.

Fill data by using AutoFill

1. Type the labels or value that you want to appear in multiple cells.



	A	B	C	D	E	F	G
1	**Fill data by using AutoFill**						
2		Name	Day	Month	Year	Sales	
3		Jonh	1	1	2019	100	
4		Marry	2	1	2019		
5		Tom	3	1	2019		
6							

2. Drag the **Fill handle** down or across the cells you want to fill.

	A	B	C	D	E	F	G
1	**Fill data by using AutoFill**						
2		Name	Day	Month	Year	Sales	
3		Jonh	1	1	2019	100	
4		Marry	2	1	2019	100	
5		Tom	3	1	2019	100	
6							

Tip:

If hold down the **Ctrl** key as you drag the **Fill handle**, Excel changes how it fills in series. For example, if dragging the **Fill handle** would normally copy a single value into the cells that you drag over, dragging while holding down the **Ctrl** key causes the value to increment (for example: dragging the **Fill handle** of a cell that contains the value "**100**" increments the value to **101**, then **102**, v.v...).

1. Type the first label or value for list.

	A	B	C	D	E	F
1	**Fill data by using AutoFill**					
2		Name	Day	Month	Year	Sales
3		Jonh	1	January	2019	100
4		Marry	2		2019	101
5		Tom	3		2019	102

2. Drag the **Fill handle** to the cell containing the last label or value in the series.

	A	B	C	D	E	F
1	**Fill data by using AutoFill**					
2		Name	Day	Month	Year	Sales
3		Jonh	1	January	2019	100
4		Marry	2	February	2019	101
5		Tom	3	March	2019	102
6						

ENTERING DATA WITH OTHER SHORTCUTS

Excel will give lots of ways to enter data quickly. One the way Excel offers to help you enter data is to recognize whether the first few characters of the text that you're typing matches text from another cell in the same column; if the text matches, Excel offers to complete the rest of that text.

Enter data with AutoComplete

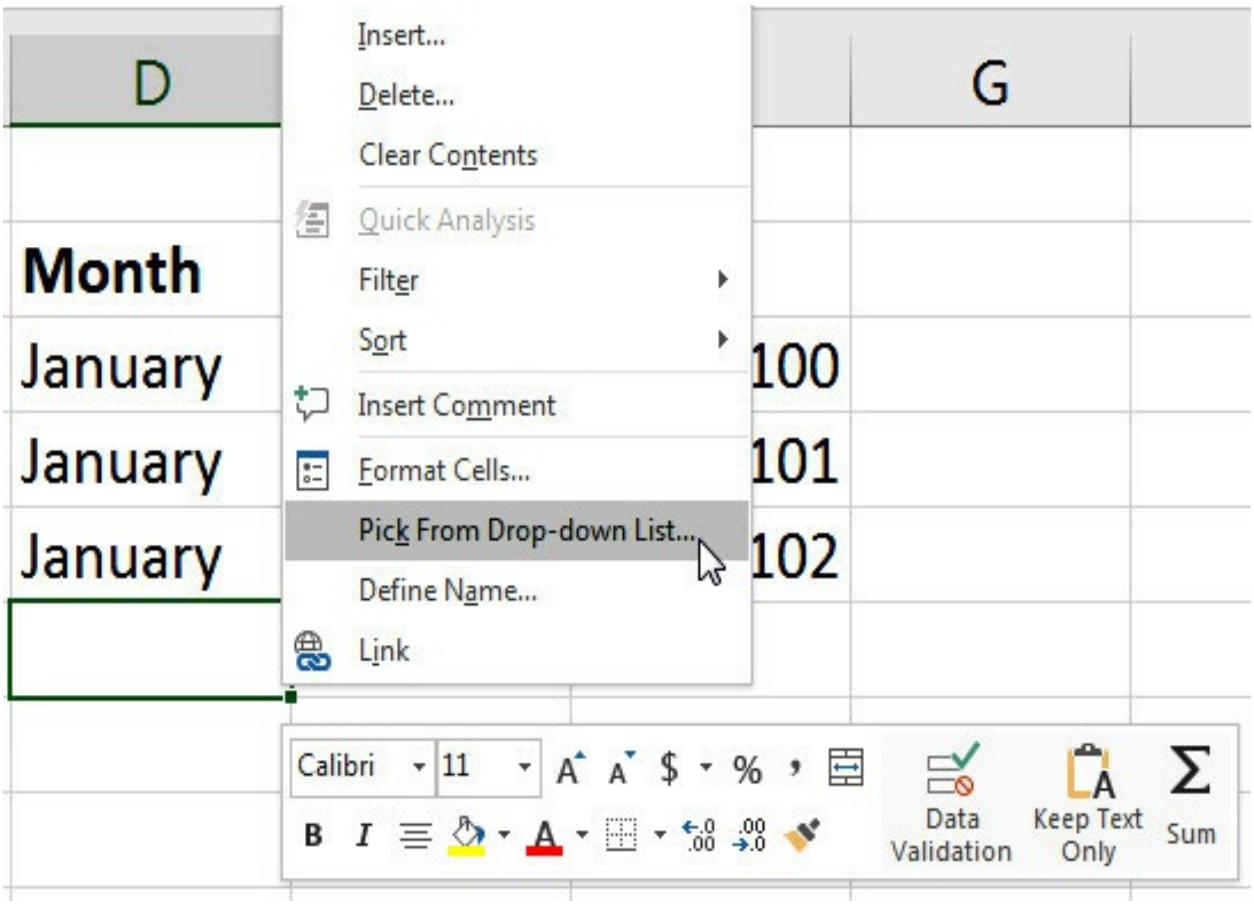
1. Type the beginning of text.

2. Press **Tab** key to accept the **AutoComplete** value.

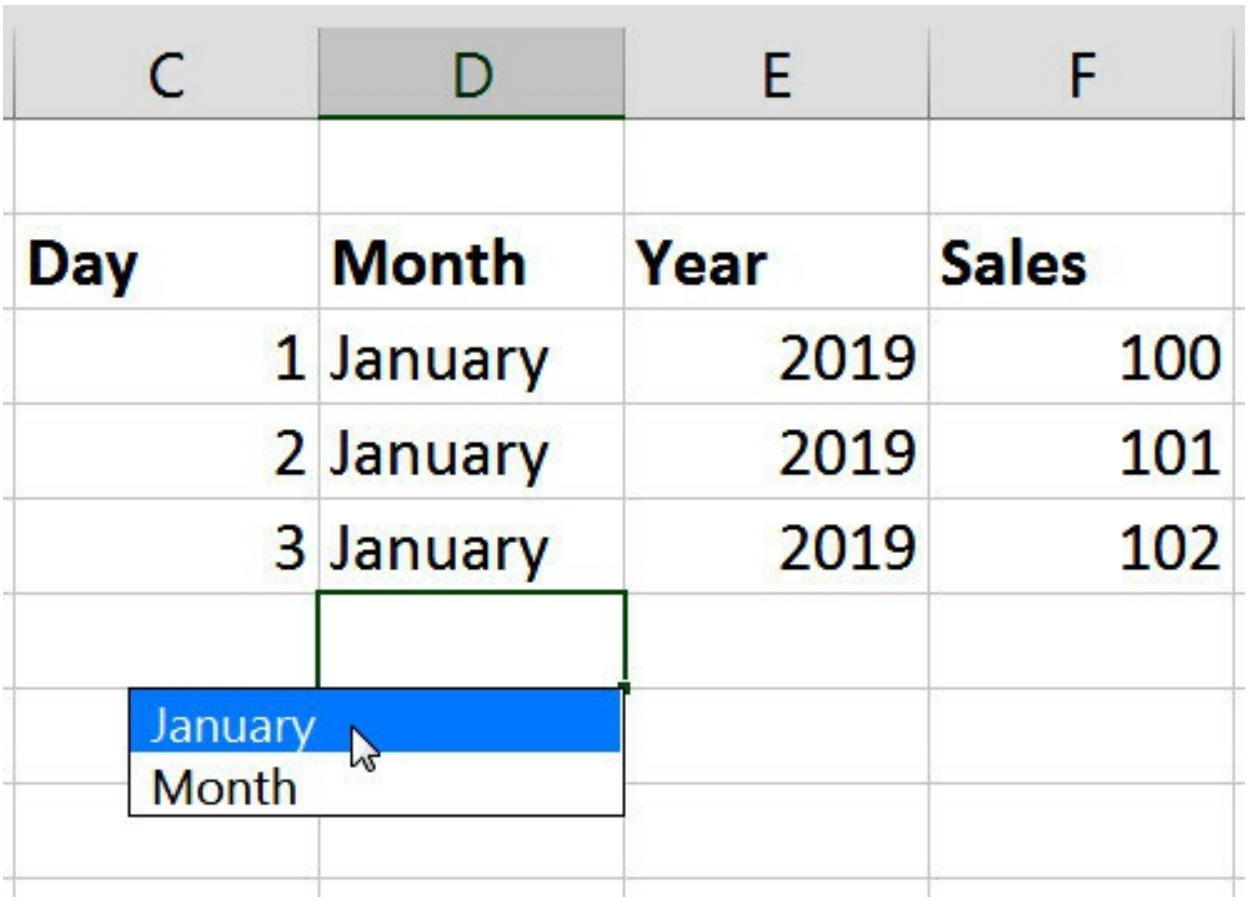
	A	B	C	D	E	F
1	**Entering data with shortcuts**					
2		**Name**	**Day**	**Month**	**Year**	**Sales**
3		Jonh	1	January	2019	100
4		Marry	2	January	2019	101
5		Tom	3	January	2019	102

Pick data from a list

1. Right-click a cell in a column with existing values and then click **Pick From Drop-down List** from the shortcut menu.



2. Click the item in the list you want to enter.



Trick:

AutoComplete works only if the text or data you are entering is similar to text already in the same column.

Tip:

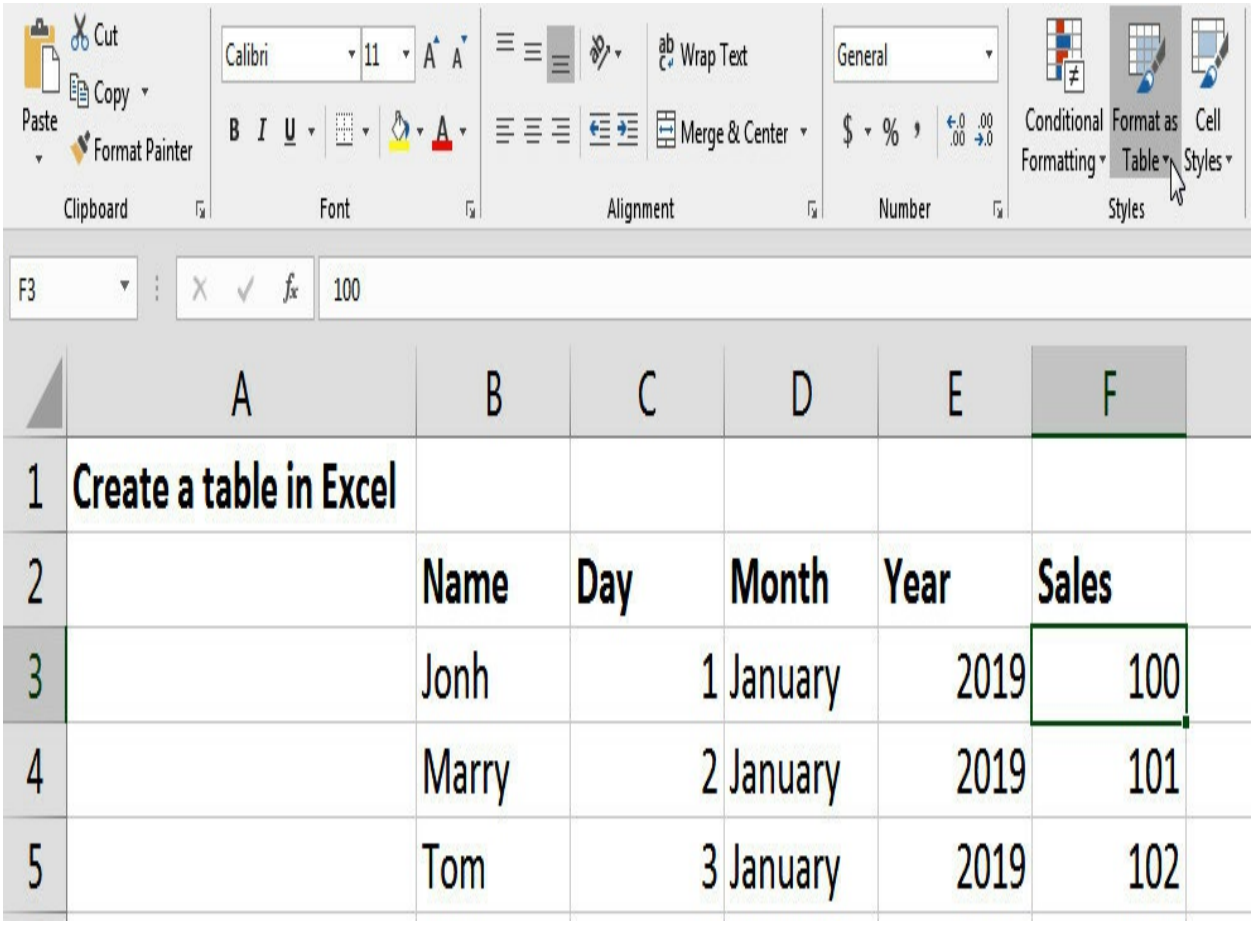
You can also display the **Pick From Drop-down List** items by selecting the cell want to enter the value and pressing **Alt + Down** arrow.

CREATE AN TABLE IN EXCEL

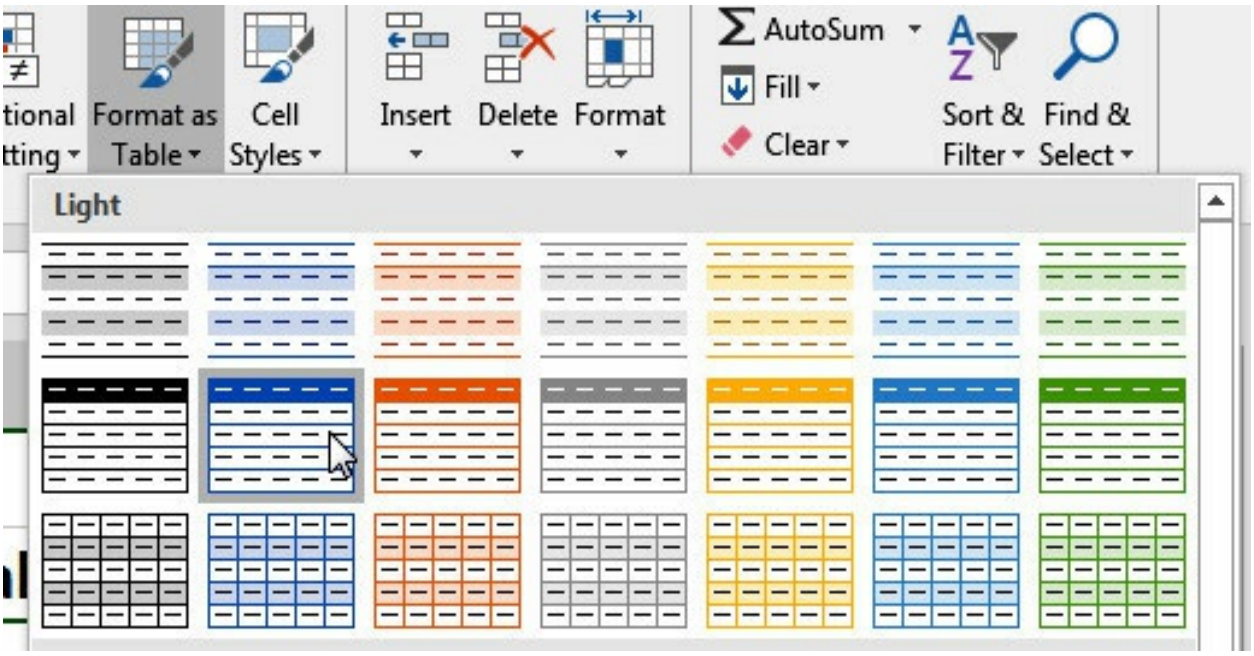
One popular way to maintain data in Excel is by creating a table datalist.For example,ifyouwant usealistto storecustomerinformation, youcouldhaveaseparatecolumnforthecustomer'sfirstname,lastname, street address, city, state, postal code, and telephone number v.v... Each row in a list would contain a particular customer's information.

Creating an table

1. Type table headers in a single row.
2. Type first data row directly below the header row.
3. Click any cell in the range in which you want to create a table.
4. On the **Home** tab, click **Format As Table**.



5. Click the table style to use.



The **Format As Table** dialog box will be displayed.

6. If your table has headers, select the **My table has headers** check box.

7. Click on **OK** button.

Tip:

You can also displaythe **FormatAsTable** dialogbox byclicking any cell in an existing cell range and hold down **Ctrl + L**.

EDITING AN EXCEL TABLE

When create a table, you can edit table with the best structure to store data. If the data to store in table, you can resize the table to fit new collection.

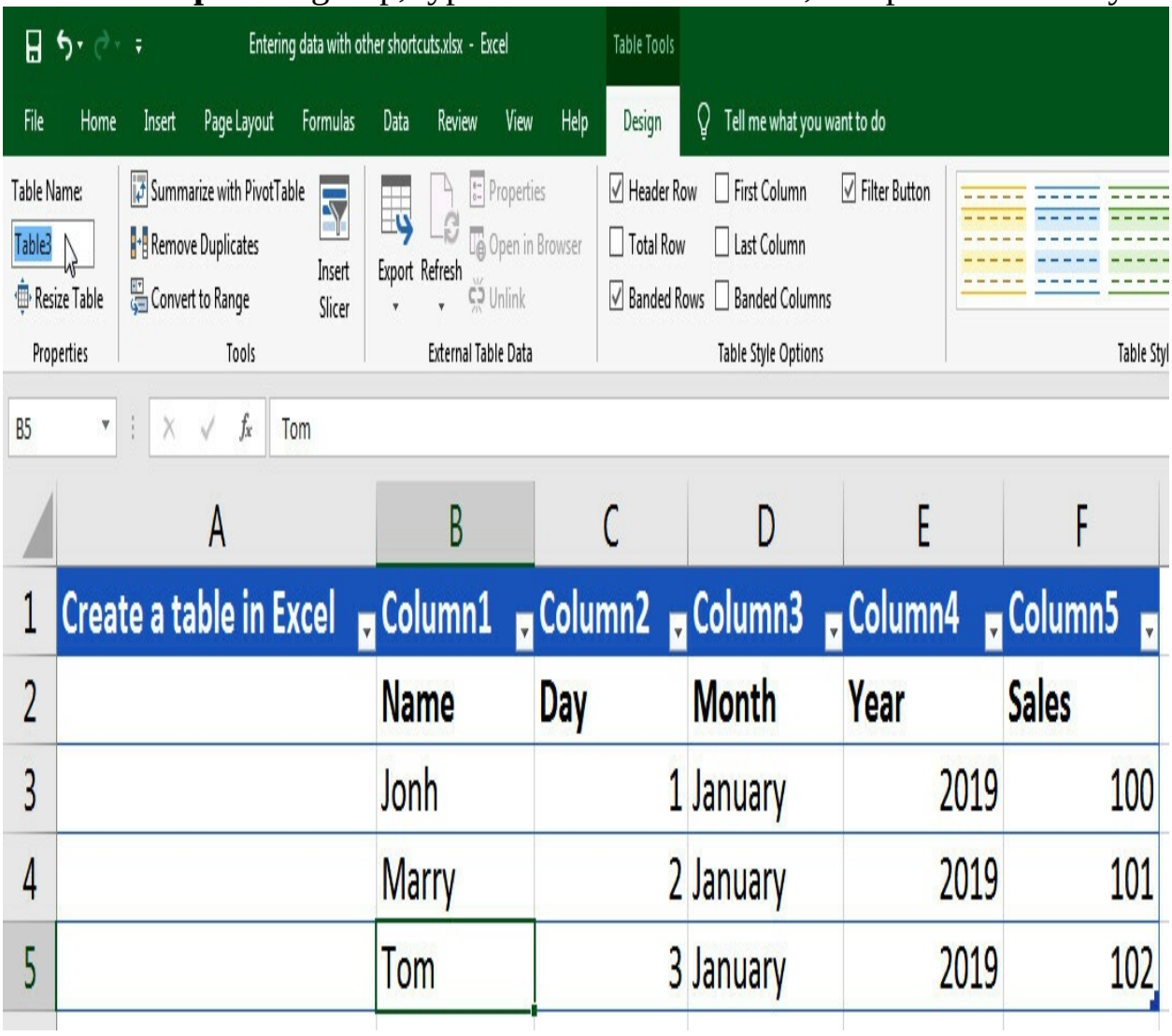
Or if you'd like to copy an entire column of data from an table, you cando so bypositioningthe mousepointer over the column'sheader. When the mouse pointer changes to a downward-pointing black arrow, click the left mouse

button to select the column. Then you can hold down **Ctrl + C** to copy the data and paste it elsewhere in workbook.

Rename for the table

1. Click any cell in the table.
2. On the ribbon, under **Table Tools**, click the **Design** tab.

3. In the **Properties** group, type a new name for table, and press **Enter** key.



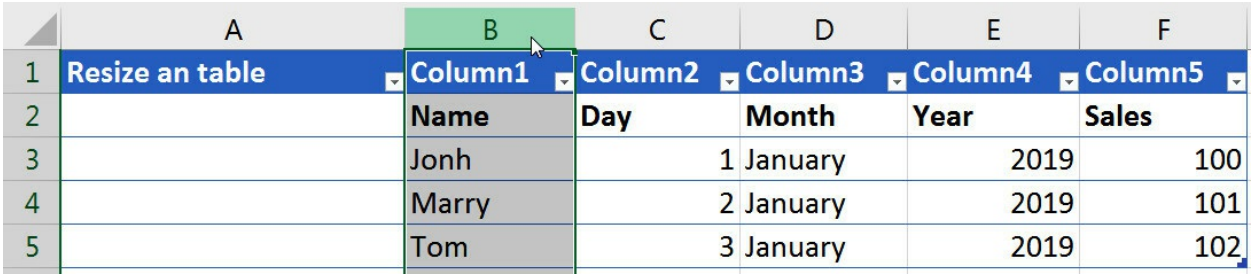
Resize an table

1. Drag the resize handle at the lower-right corner of the table to add or remove table rows or columns.

	A	B	C	D	E	F
1	Resize an table	Column1	Column2	Column3	Column4	Column5
2		Name	Day	Month	Year	Sales
3		Jonh	1	January	2019	100
4		Marry	2	January	2019	101
5		Tom	3	January	2019	102
6						

Select an column in the table

1. Position the mouse pointer over the header cell of an column in the table. When the pointer changes to a downward-pointing black arrow, click the header of the column that you want to select.

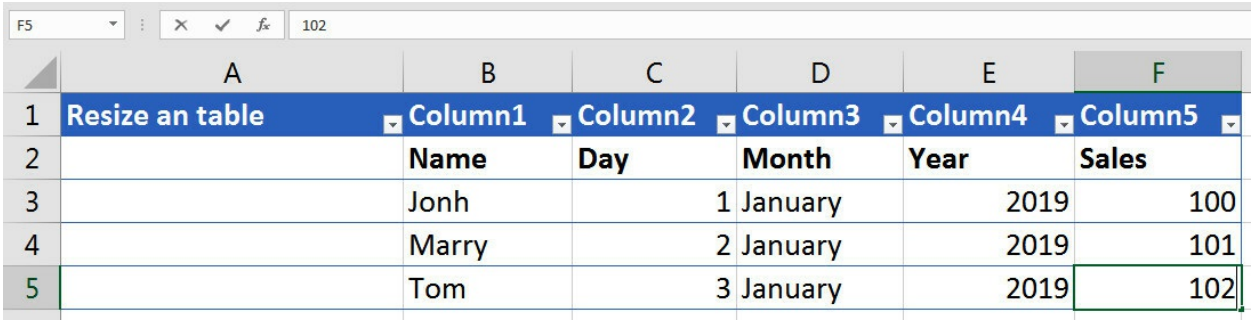


	A	B	C	D	E	F
1	Resize an table	Column1	Column2	Column3	Column4	Column5
2		Name	Day	Month	Year	Sales
3		Jonh	1	January	2019	100
4		Marry	2	January	2019	101
5		Tom	3	January	2019	102

EDITING CONTENT OF CELL

You can change the content, values, delete or update cell to reflect a cells detail and can edit the data in the cell in the formula bar directly. **Edit cell contents in the formula bar**

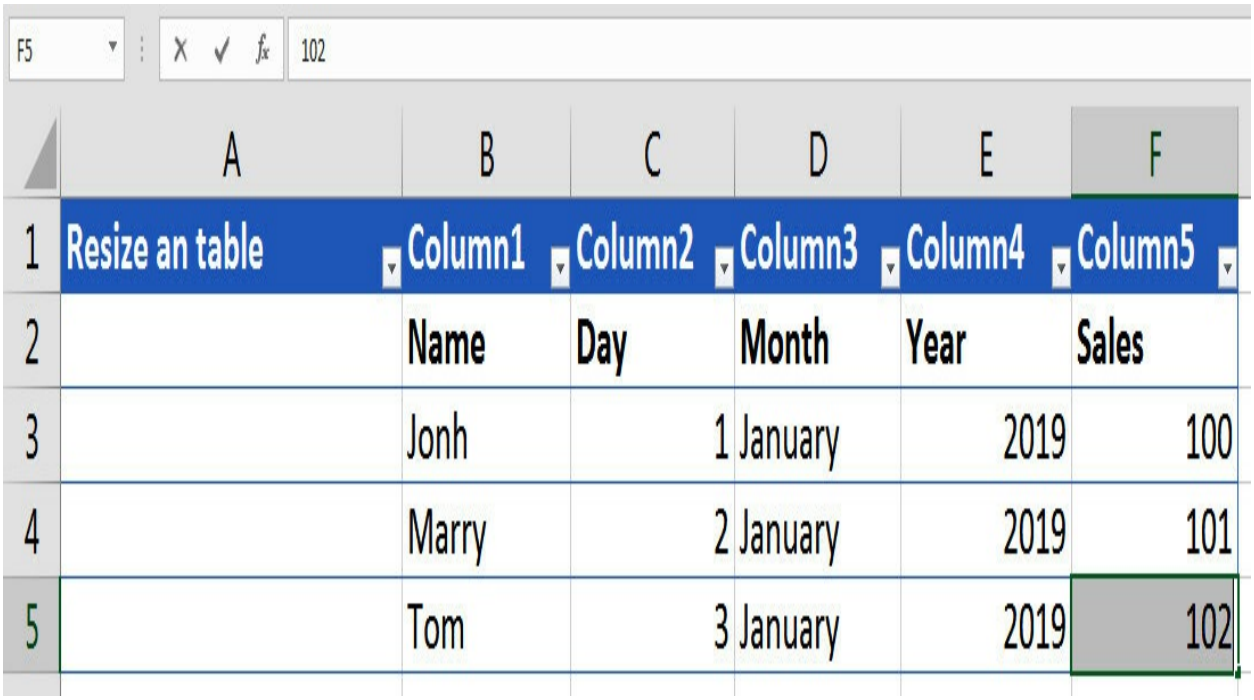
1. Click the cell to edit.
2. Select the text that you want to edit in the formula bar.
3. Type the new text, and press **Enter** key.



	A	B	C	D	E	F
1	Resize an table	Column1	Column2	Column3	Column4	Column5
2		Name	Day	Month	Year	Sales
3		Jonh	1	January	2019	100
4		Marry	2	January	2019	101
5		Tom	3	January	2019	102

Edit cell contents directly

1. Double-click the cell that you want to edit.
2. Select the text that you want to edit.
3. Type the new text, and press **Enter**.



	A	B	C	D	E	F
1	Resize an table	Column1	Column2	Column3	Column4	Column5
2		Name	Day	Month	Year	Sales
3		Jonh	1	January	2019	100
4		Marry	2	January	2019	101
5		Tom	3	January	2019	102

Tip:

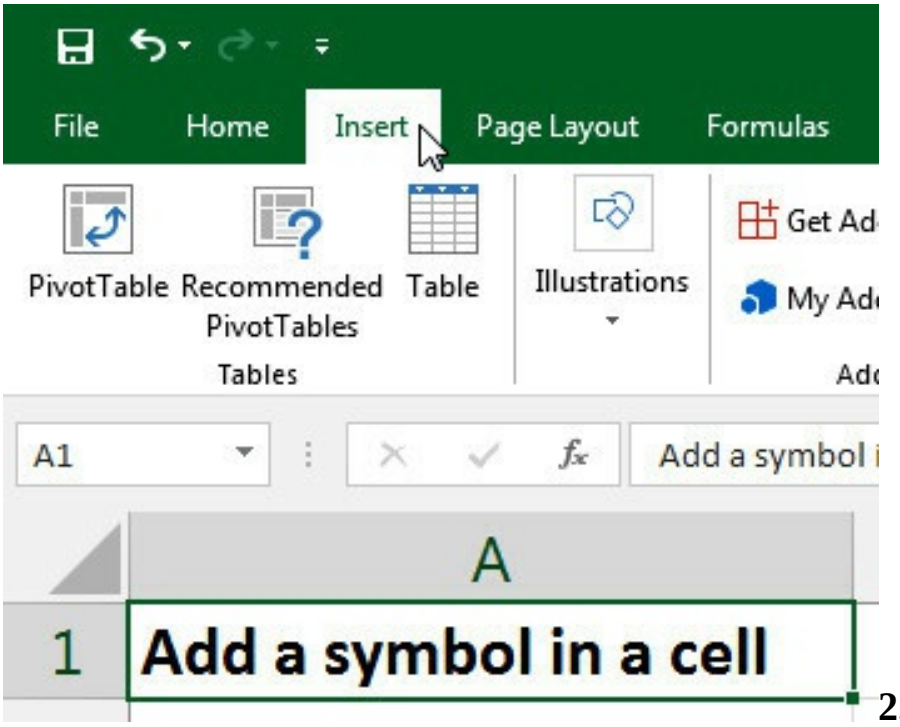
If you're editing a cell contents and decide don't want to keep your edits, press the **Esc** key to return the cell to its previous state.

INSERTING A SYMBOL IN A CELL

MicrosoftExcelhavelotsofsymbolsthatyoucanuse.Ifyouwantuse a symbol in a cell you can probably find it in Excel.

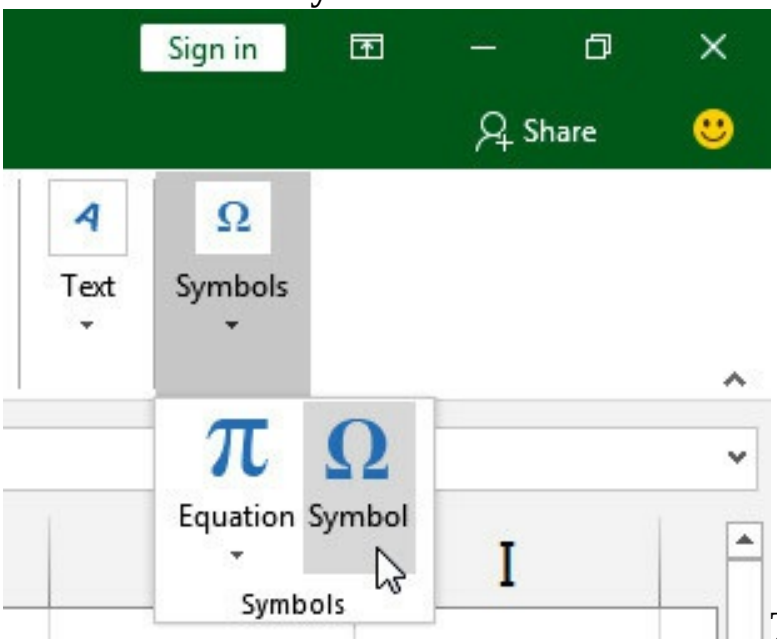
Add a symbol in a cell

1. Click the **Insert** tab.

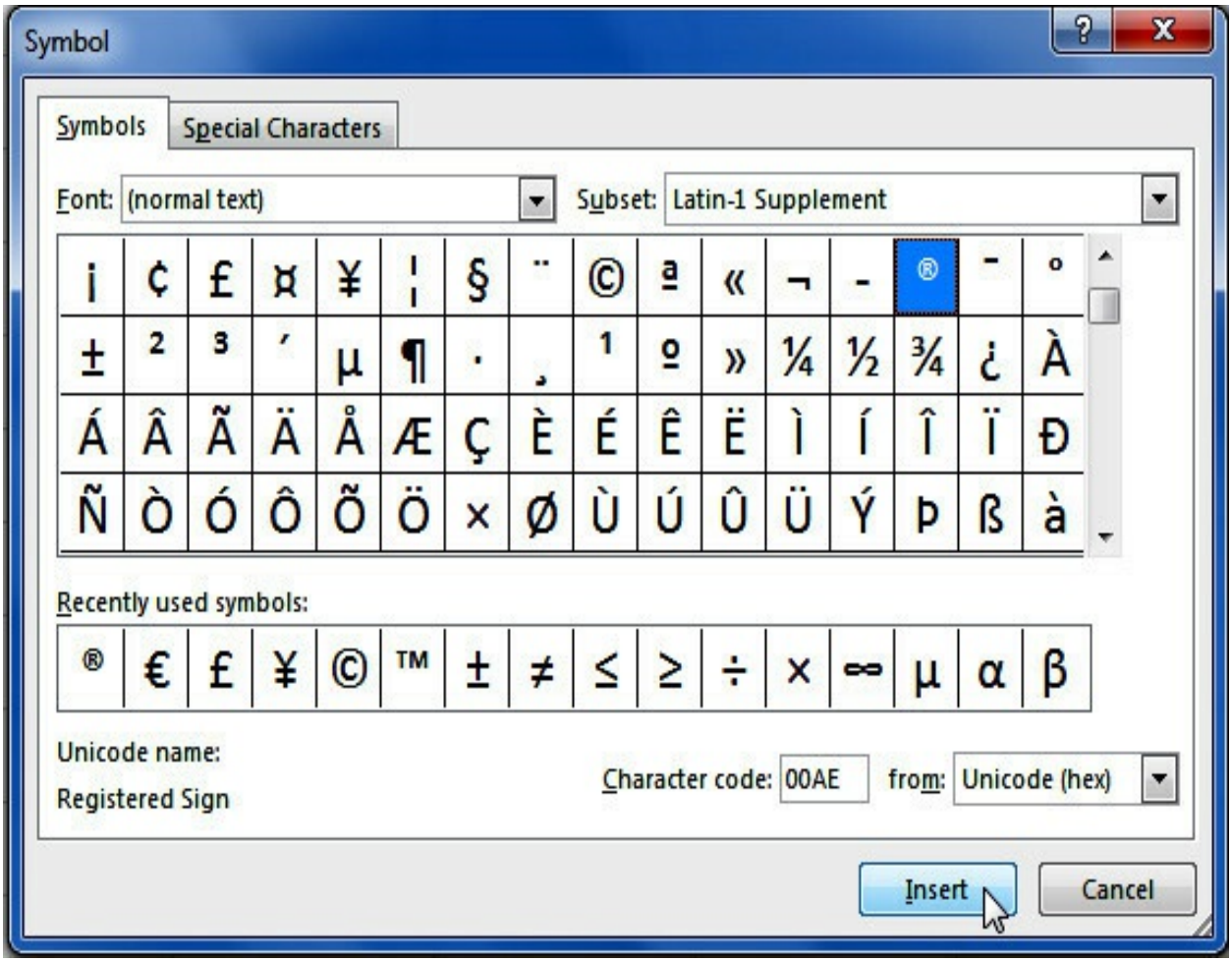


2. Click **Symbols**.

3. And then click **Symbol**.



The **Symbol** dialog box will be displayed.



4. Click the **Font** down arrow.
5. Select the font from which you want to pick the symbol.
6. Click the symbol that you want to insert.
7. Click **Insert**.
8. Then click **Close**.

Tip:

If you want to insert more than one symbol consecutively, click the first symbol, click the **Insert** button, click the next symbol, click the **Insert** button again, and v.v... When you're done inserting symbols, click the **Close** button.

CUTTING, COPYING, AND PASTING CELL

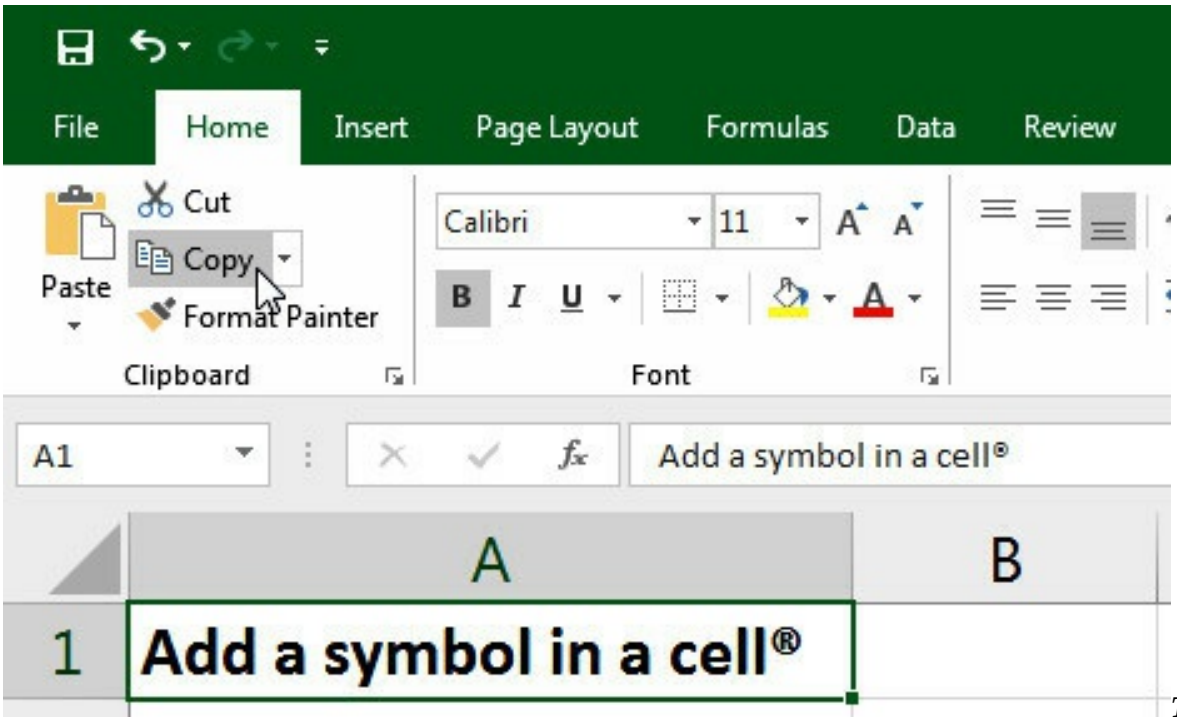
After enter text in one or more cells, you can copy the text and paste them into another cell, remove the cells and paste them elsewhere, or just cut the text. Excel will lets you control how the pasted text appear in worksheet.

Cut the text

1. Select cell the text.
2. Click the **Home** tab.
3. In the **Clipboard** group, click the **Cut** button.

Copy the text

1. Select cell the text that you want to copy.
2. Click the **Home** tab.
3. In the **Clipboard** group, click the **Copy** button.



Tip:
Youcanhold down**Ctrl**+**X**tocuttext, or**Ctrl**+**C**tocopytext.

UNDOING OR REDOING AN ACTION

When you reverse a change by clicking the **Undo** button, Excel displays the **Redo** button. Clicking the **Redo** button to reapplies the last change you undid.

Undo or redo an action

1. Click the **Undo** button.

2. Or click the **Redo** button.

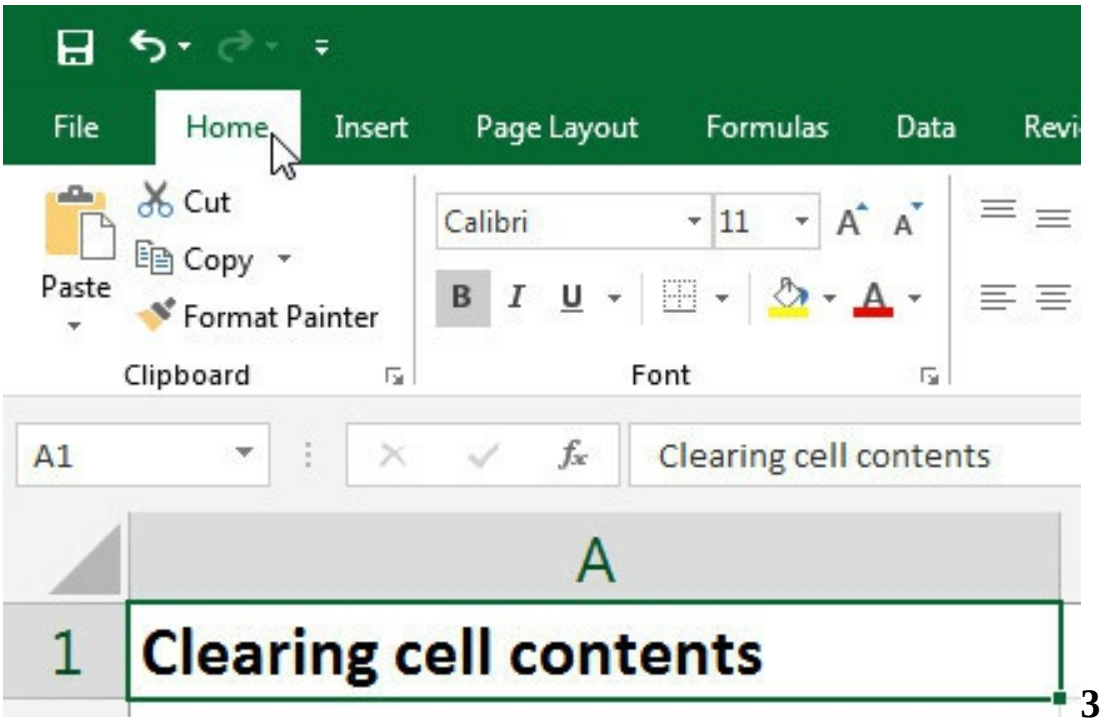
Tip: You can also hold down **Ctrl + Z** to undo or **Ctrl +Y** to redo.

CLEARING CELL CONTENTS

However, sometime you want to clear the data or contents of a group of cells. Clearing is like cutting, but clearing differs because you have the option to leave the formatting in the cell from which you remove the data.

Clear a cell

1. Select the cell that you want to clear.
2. Click the **Home** tab.



3. In the **Editing** group, click the **Clear** button.
4. Select the type of clearing that you want.
Tip: If all you want to do is clear the cell contents, click the cell that you want to clear and then press **Delete** key.

NAVIGATING THE WORKSHEET

Using the mouse and keyboard, you can move from cell to cell in a worksheet, move up or down a page at a time, or move to the first or last cell in a row.

Key
Left arrow
Right arrow
Up arrow
Down arrow
Enter
Tab key
Ctrl + Home
Ctrl + End
Page Up

Page Down

Action
Move one cell left.
Move one cell right.
Move one cell up.
Move one cell down.
Move one cell down.
Move one cell to the right.
Move to cell A1.
Move to the last used cell in the worksheet. Move up one page.
Move down one page.

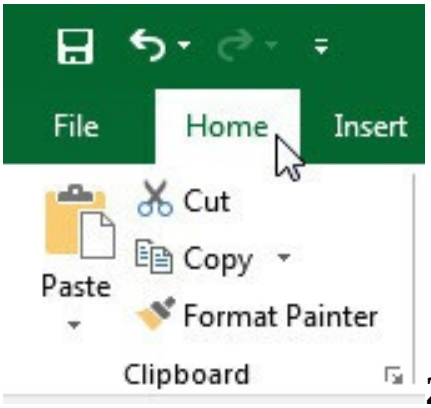
Ctrl + arrow key Move to the next cell with data in the direction of the arrow key. If there is not another cell with data in that direction, you move to the last cell in the worksheet in that direction.

FINDING AND REPLACING TEXT

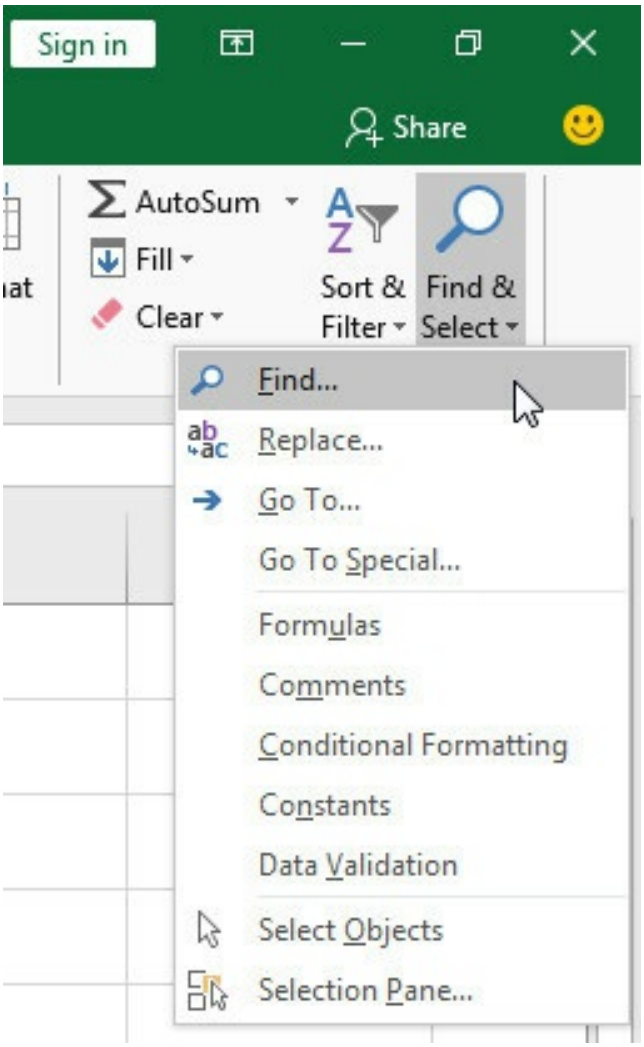
After enter data into a workbook, you might need to search the text for a particular word or replace text. You can do that by using the **Find and Replace** features in Excel.

Find the text

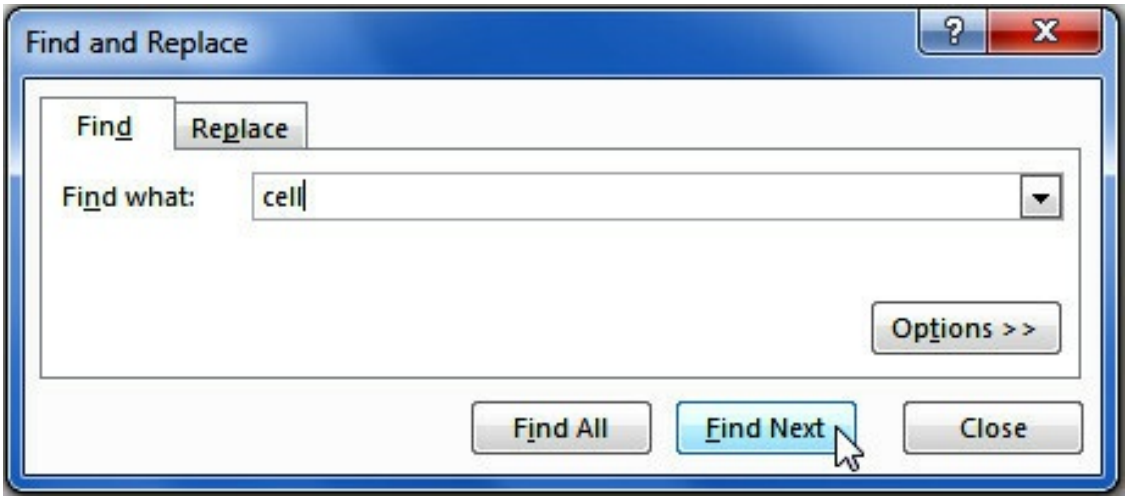
1. Click the **Home** tab.



2. In the **Editing** group, click **Find & Select**. **3.** Click choice **Find**.



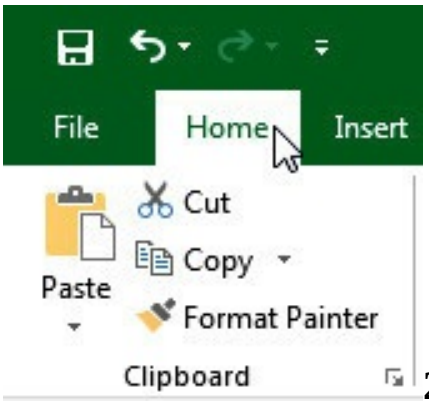
The **Find and Replace** dialog box will be displayed.



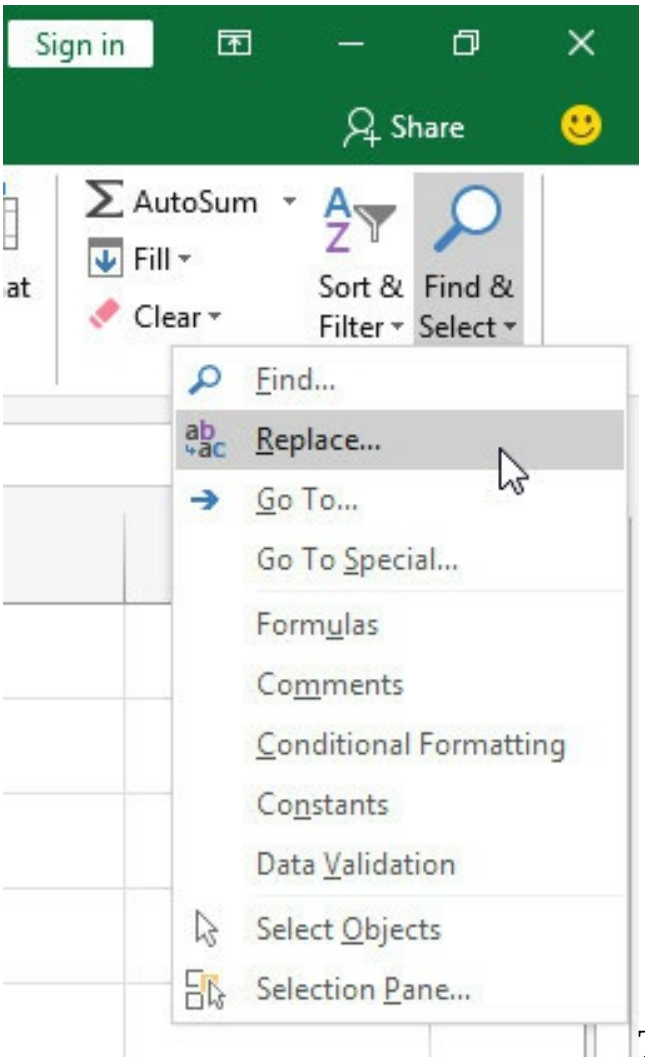
4. Type the text you want to find.
5. Click **Find Next**.
6. Click **Close**.

REPLACE AND REPLACE THE TEXT

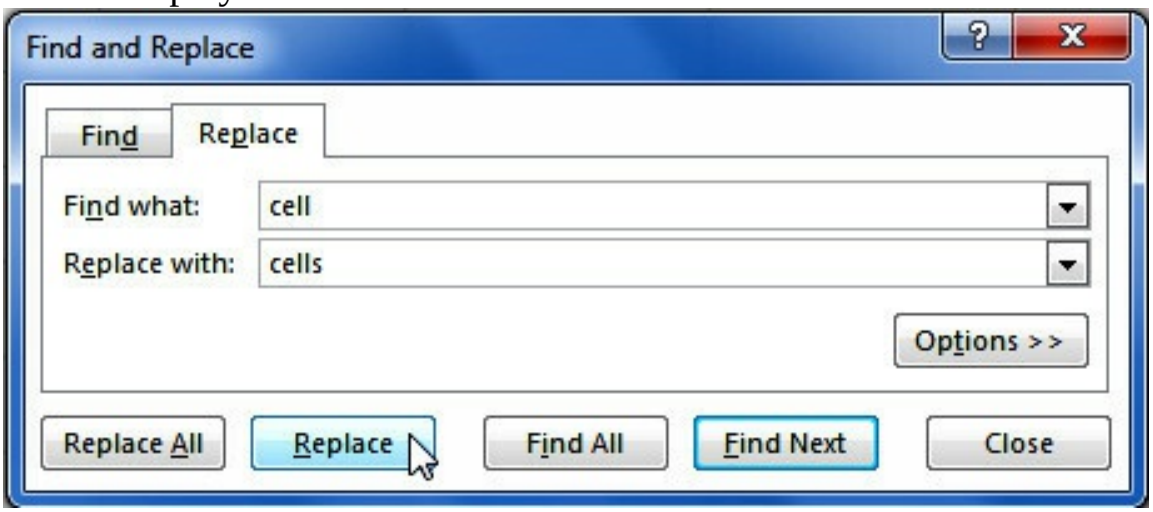
1. Click the **Home** tab.



2. In the **Editing** group, click **Find & Select**. **3.** Click **Replace**.



The **Find and Replace** dialog box will be displayed.



4. Type the text that you want to replace.

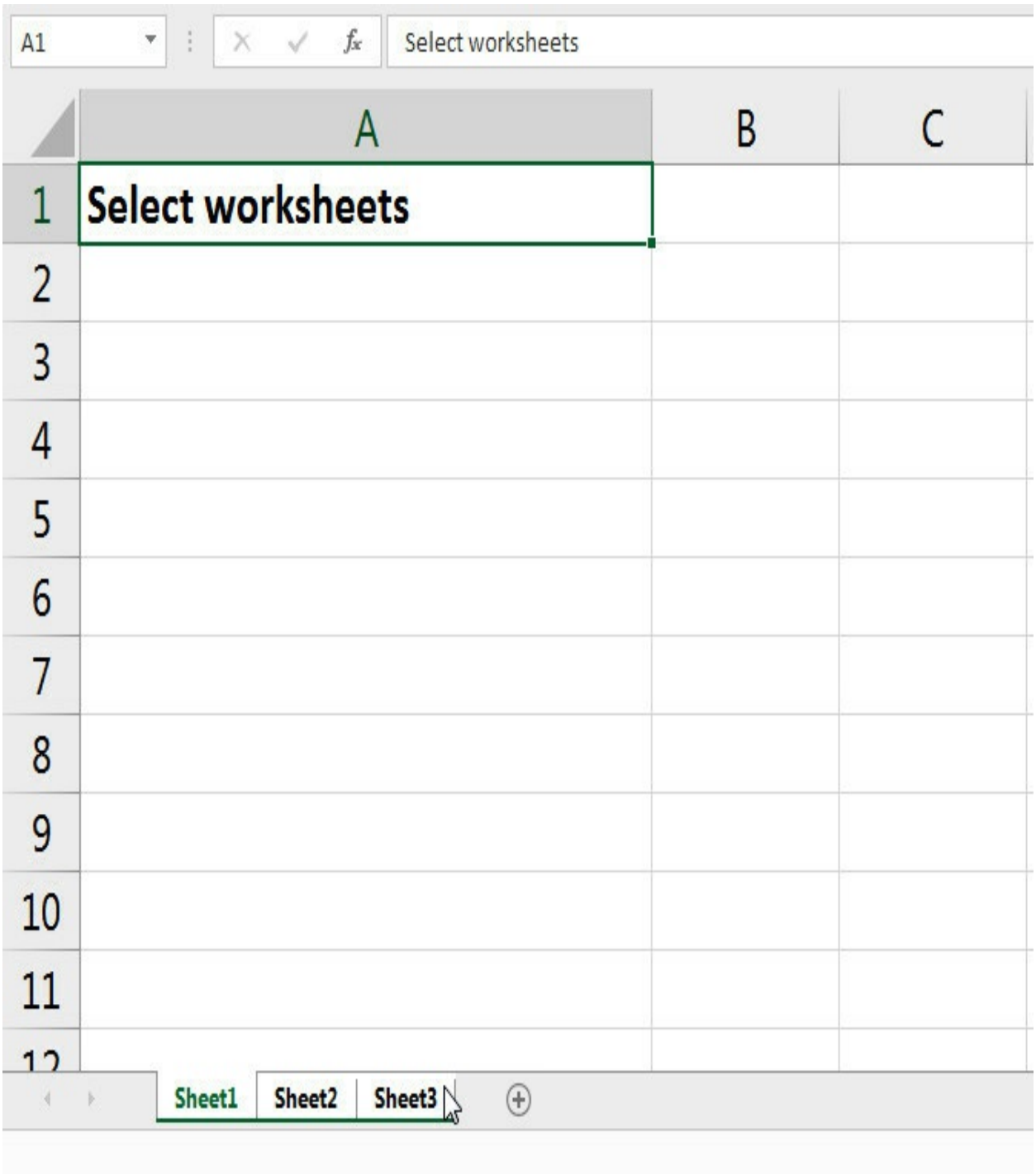
5. Type the text that you want to take the place of the existing text.
6. Click **Replace All** to replace all the text.
7. Click **Replace** to replace the text.
8. Click **Find All** to find all text.

9. Click **Find Next** to skip this instance of the text and move to the next time it occurs.
10. Click **Close** button.
Tip:
You can hold down **Ctrl + F** to open the **Find and Replace** dialog box.

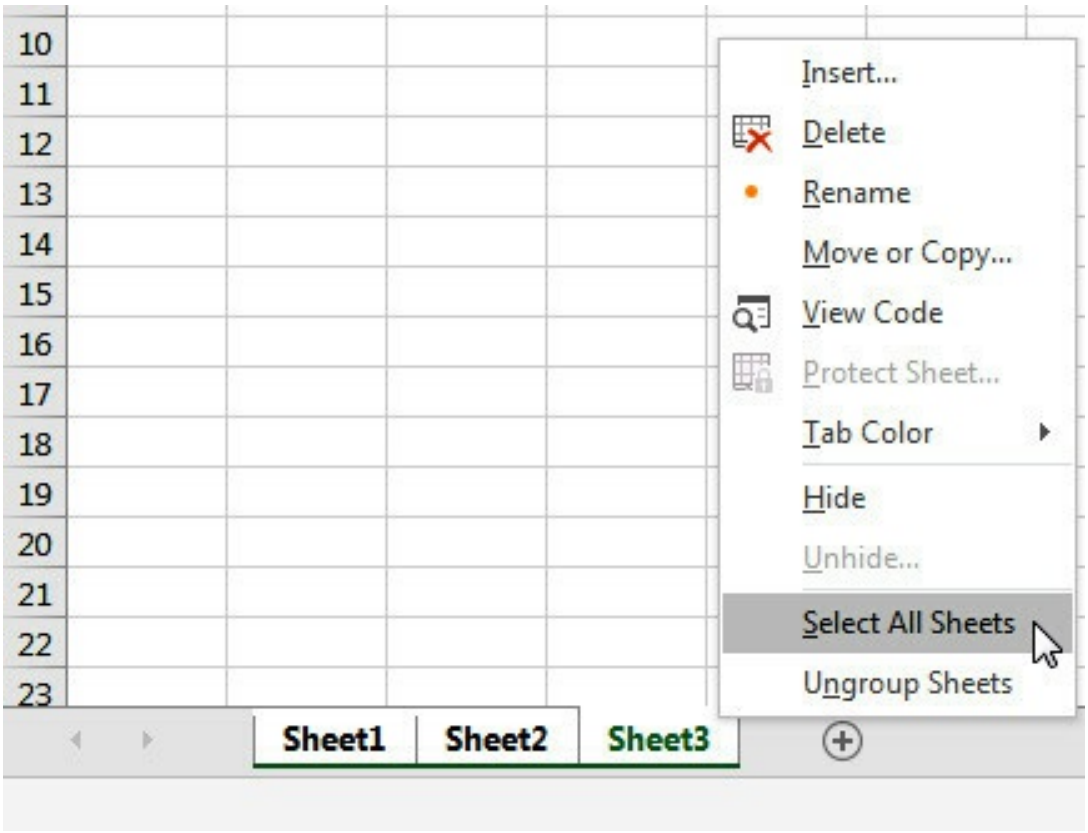
CHAPTER 3
WORKING WITH WORKSHEETS

SELECT WORKSHEETS

Youcan select multipleworksheetsindividual worksheetsquickly, and it's simple to work with more than one worksheet at a time. **Select multiple worksheets**
1. Click the sheet tab of the first worksheet that you want to select. **2.** Hold down the **Ctrl** key and then click the sheet tabs of additional worksheets that you want to select.


A1
Select worksheets
A
B
C
1
Select worksheets
2
3
4
5
6
7
8
9
10
11
12
Sheet1
Sheet2
Sheet3

Tip:



You can select all worksheets in a workbook by right clicking any sheet tab and choosing **Select All Sheets** from the shortcut menu.

RENAMING WORKSHEETS

When you create a workbook, Excel includes a worksheet named **Sheet1**. If you add worksheets, they are named **Sheet2**, **Sheet3**, and v.v... but you can rename a worksheet any time that you want.

Change the name of a worksheet

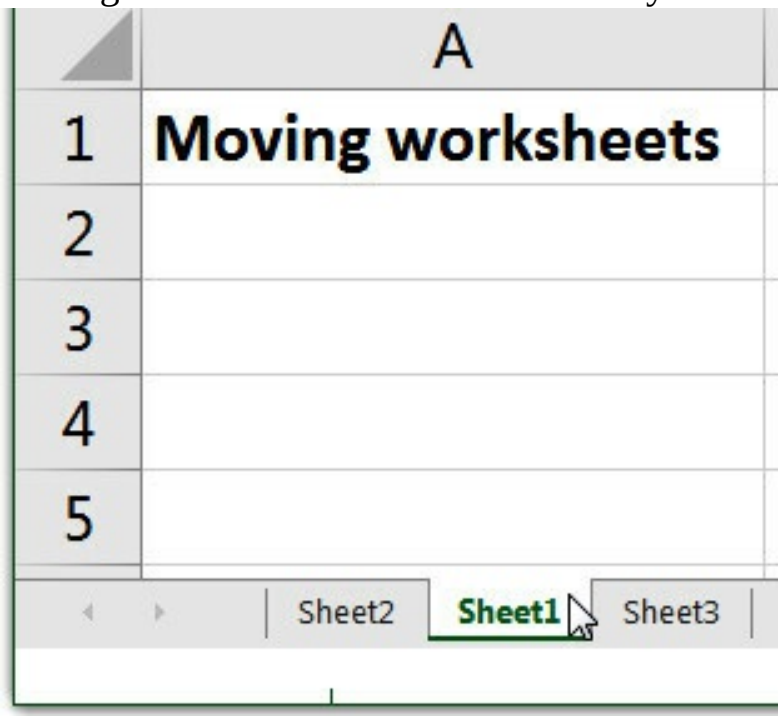
1. Double-click the sheet tab of the worksheet that you want to rename. **2.** Type the new name of the worksheet, and press **Enter**.

MOVING WORKSHEETS

If worksheet is at the back of workbook, you can move it to the front to make it easier to find in the workbook.

Move worksheets within the workbook

1. Drag thesheet taboftheworksheet that you want to move leftor right.

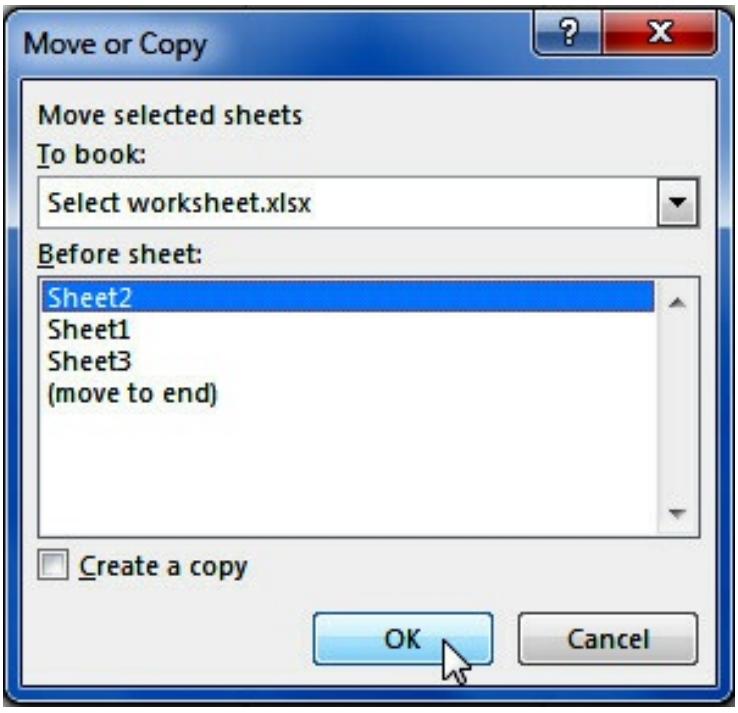


Move worksheets to another workbook

1. Open the workbook that will receive the worksheets.

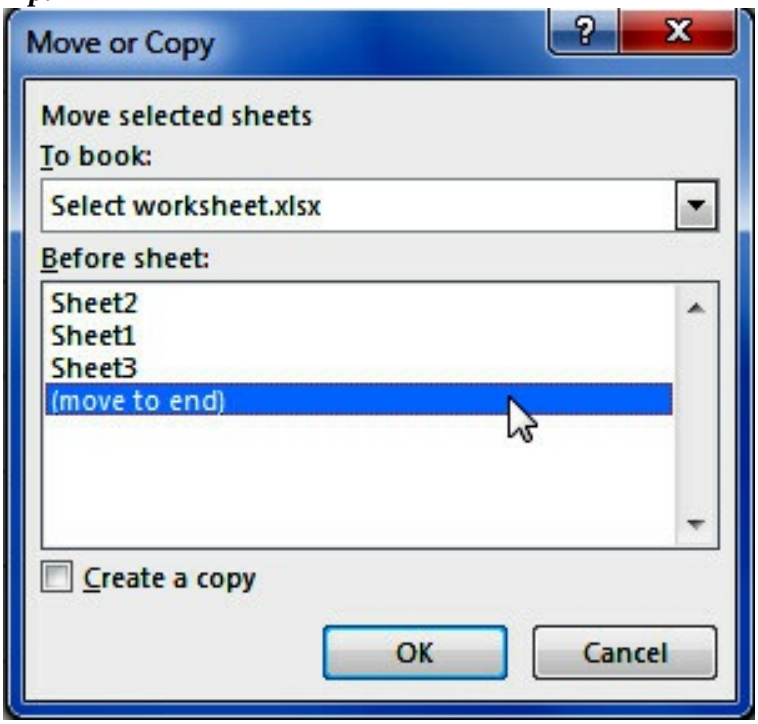
2. Switch to the workbook that contains the worksheets that you want to move, hold down the **Ctrl** key, and click the sheet tabs of the worksheets that you want to move.

3. Right-click the selection.
4. Choose **Move or Copy** from the shortcut menu.
The **Move or Copy** dialog box will be displayed.



5. Click the **To book** down arrow.
6. Click the workbook to which you want to move the worksheets.
7. Click **OK** button.

Tip:



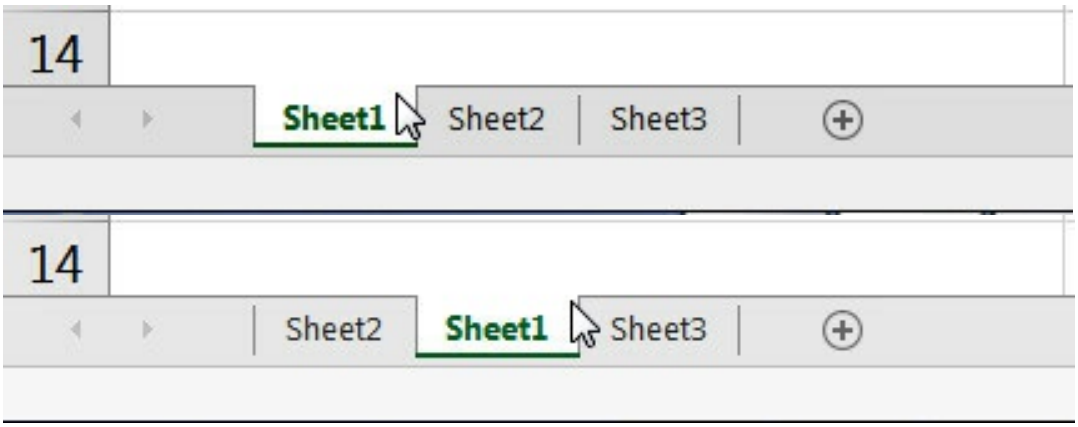
If you want to position a worksheet last in a workbook, rightclick the worksheet that you want to move, choose **Move or Copy** from the shortcut menu, click **(move to end)** and click **OK** button.

COPYING WORKSHEETS

Afterfinishaddingdatatoaworksheet,youcancopytheworksheet from the current workbook to a document other.

Copy worksheets within the workbook

1. Hold down the **Ctrl** key, and drag the worksheet that you want to copy to the new location.

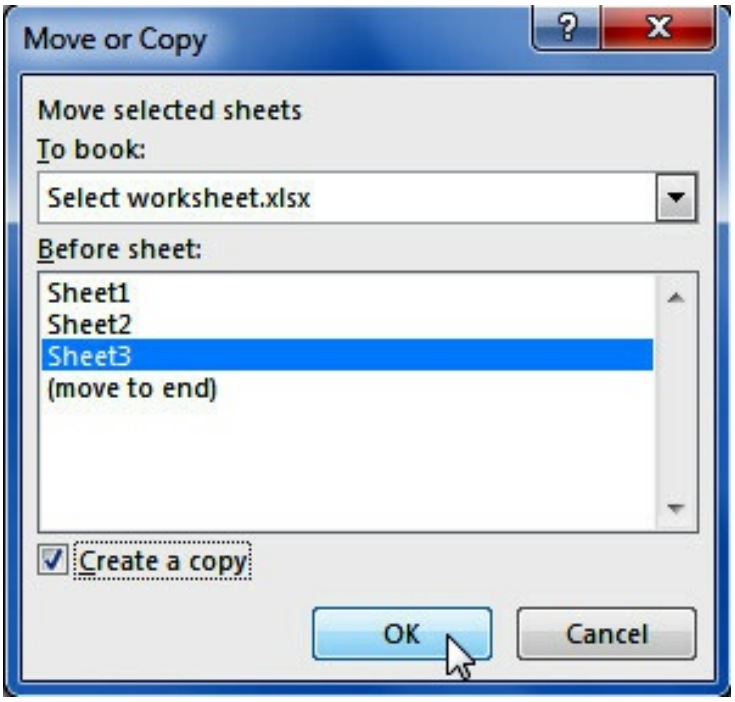


Copy worksheets to another workbook

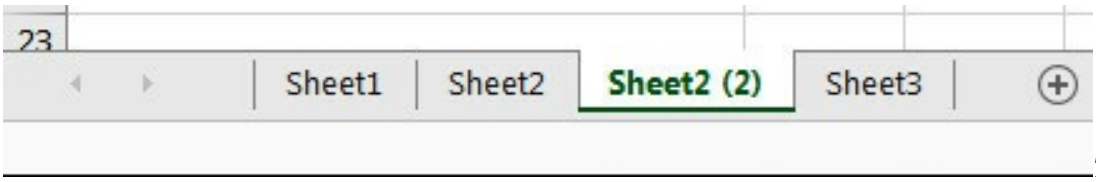
1. Open the workbook that will receive the new worksheets.

2. Switch to the workbook that contains the worksheets that you want to copy, hold down the **Ctrl** key, and click the sheet tabs of the worksheets that you want to copy.

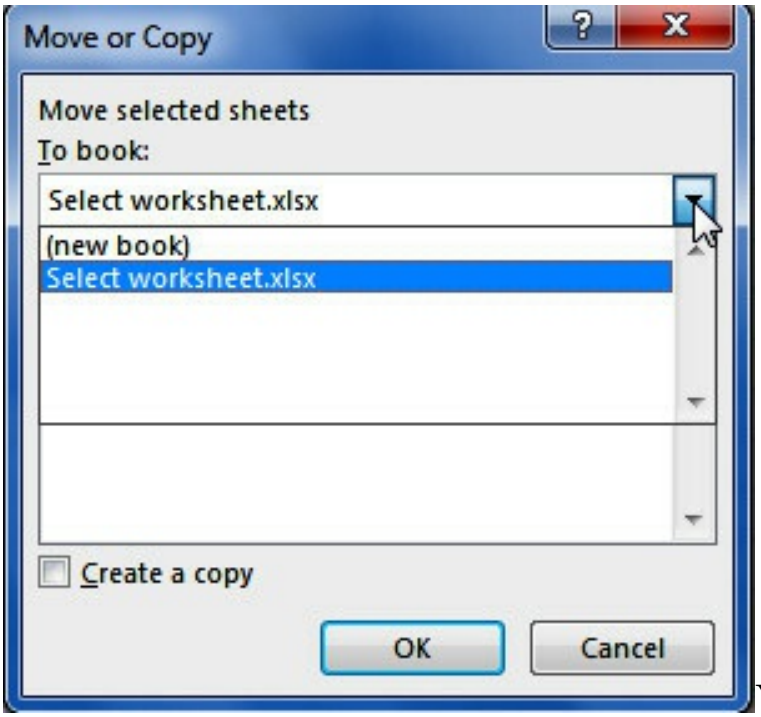
3. Right-click the selection.
4. Choose **Move or copy** from the shortcut menu.
The **Move or copy** dialog box will be displayed.



5. Select the **Create a copy** check box.
6. Click the **To book** down arrow.
7. Click the workbook to which you want to copythe worksheets.
8. Click **OK**.
The worksheets will be copy.



Tip:



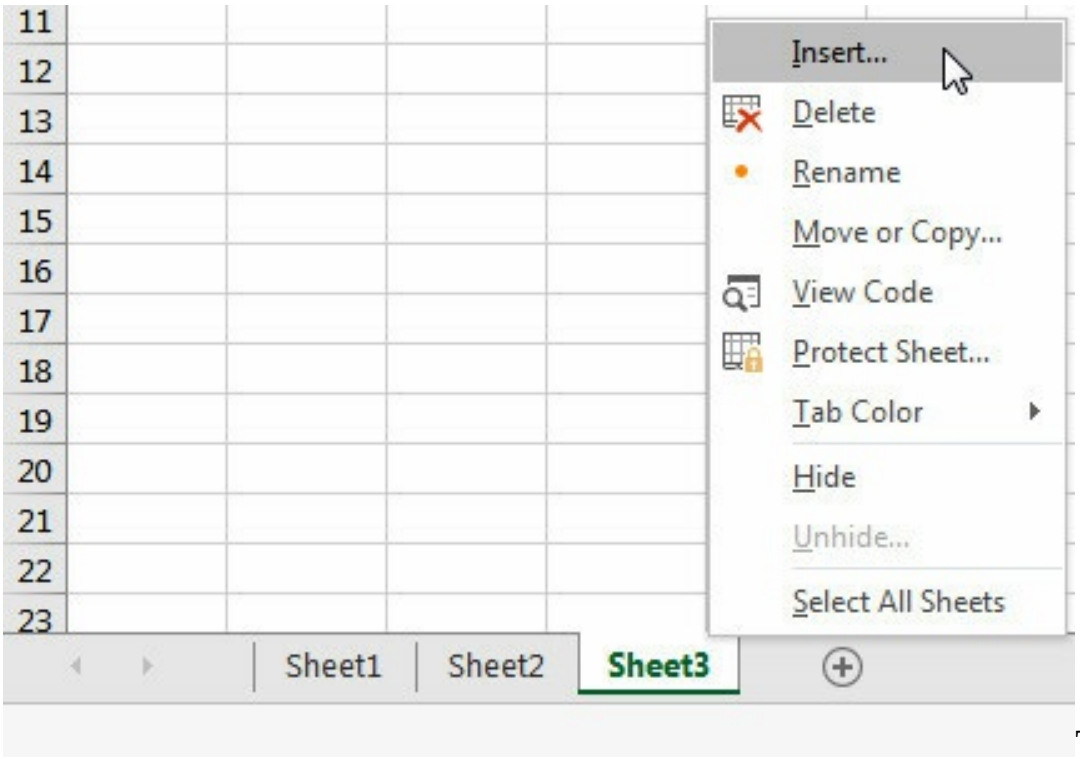
You can select the new book option from the **To book** list to copythe selected worksheet or worksheets toa newworkbook.

INSERTING AND DELETING WORKSHEETS

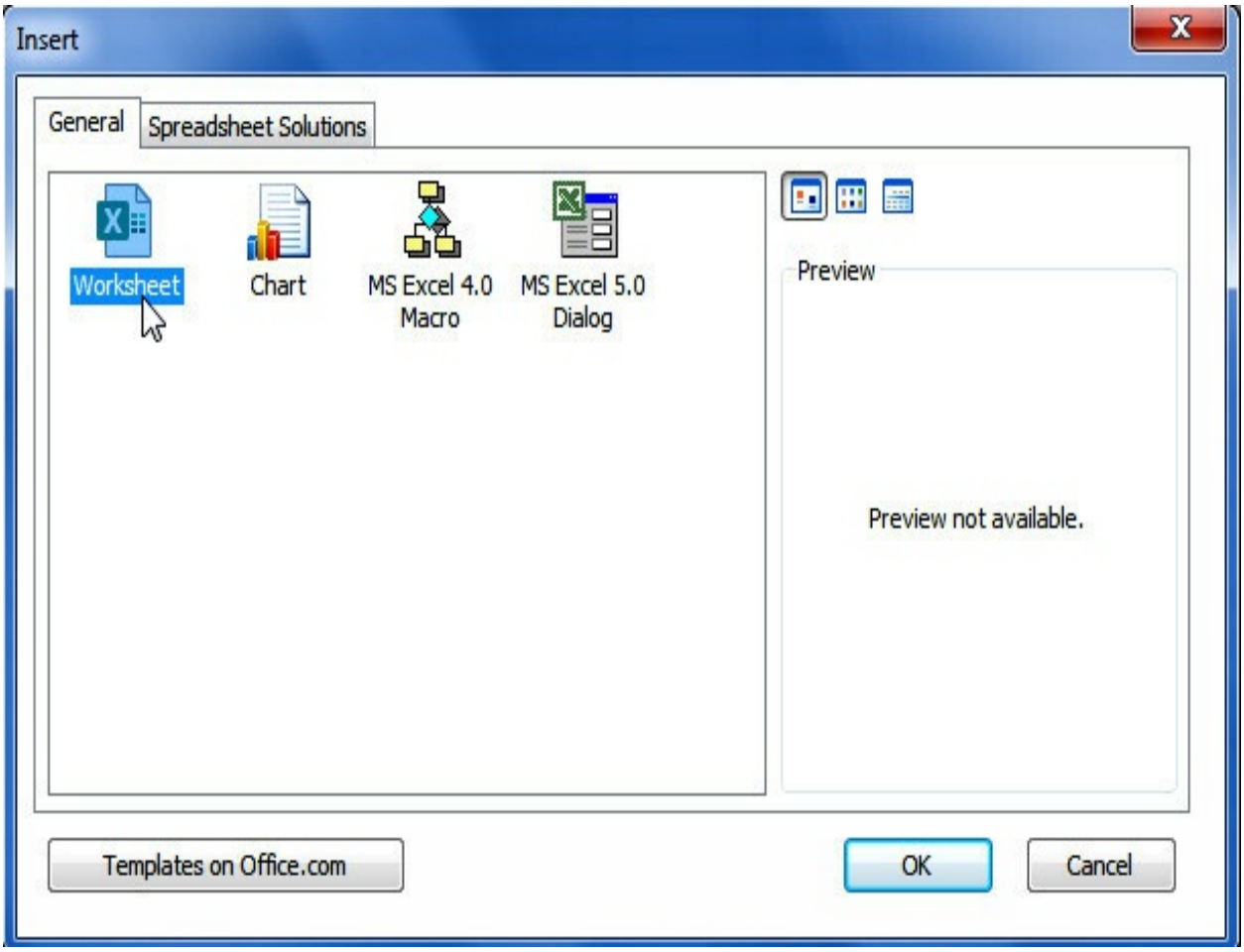
Adding or deleting a worksheet takes just a moment, but if you want to delete a worksheet be sure you're deleting it on the right way. **Insert a blank worksheet**

1. Right-click the sheet tab that follows the location where you want to insert a worksheet.

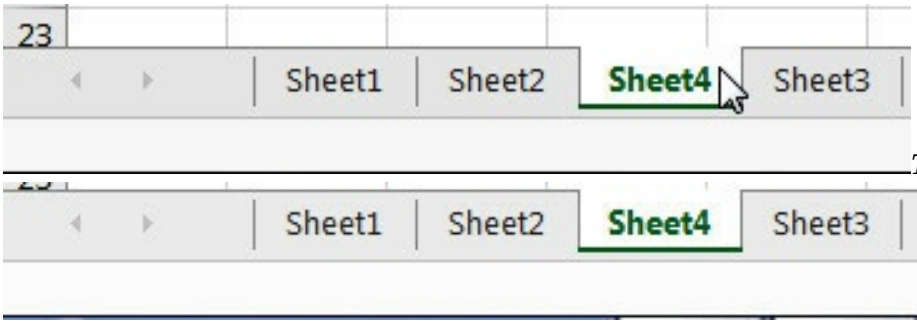
2. Click choose **Insert** from the shortcut menu.



The **Insert** dialog box will be displayed.



3. In the tab **General** double-click **Worksheet**.
The worksheet will be inserted.



Tip:

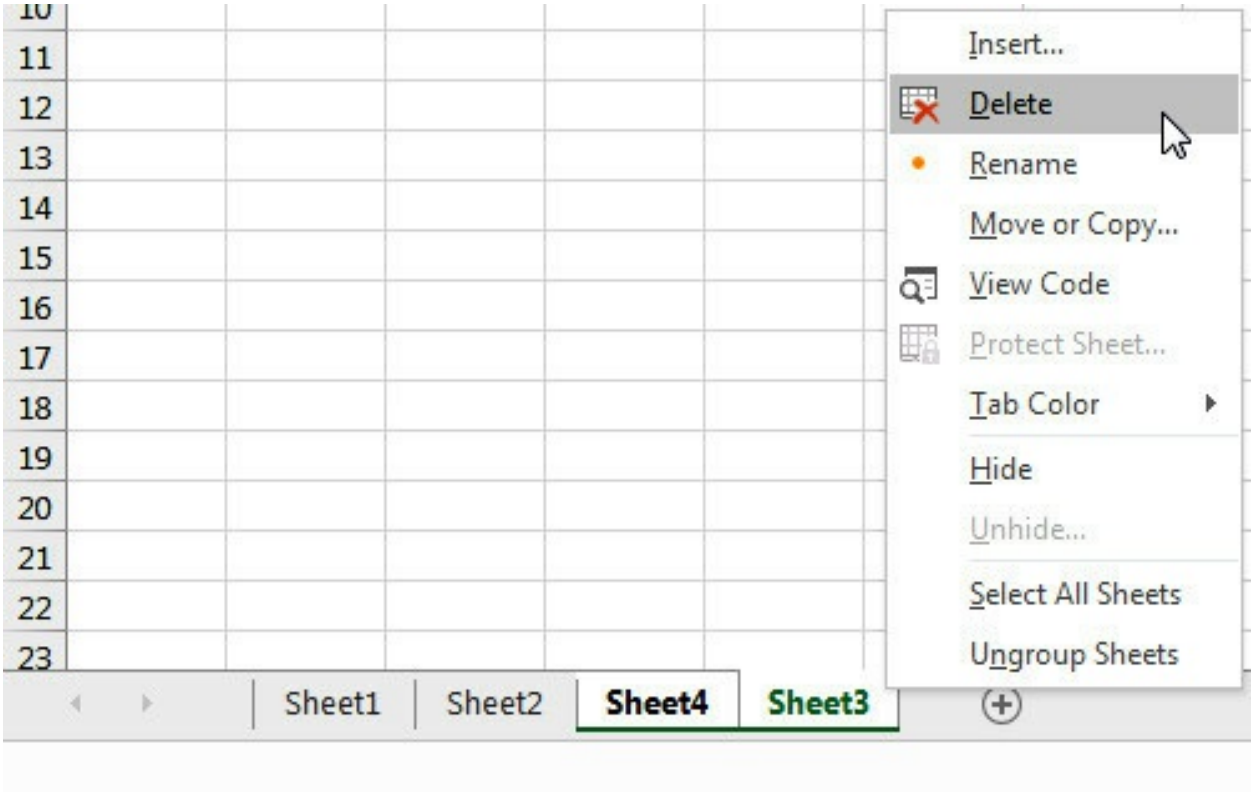
If you want to insert a worksheet at the end of the workbook, click the **New sheet**, which looks like a plus sign in a circle, at the right edge of the tab bar.

Delete one or more worksheets

1. Hold downthe **Ctrl** keyand clickthe sheet tabsthatyou want to delete.

2. Right-click and choose **Delete** from the shortcut menu to delete the

worksheets.

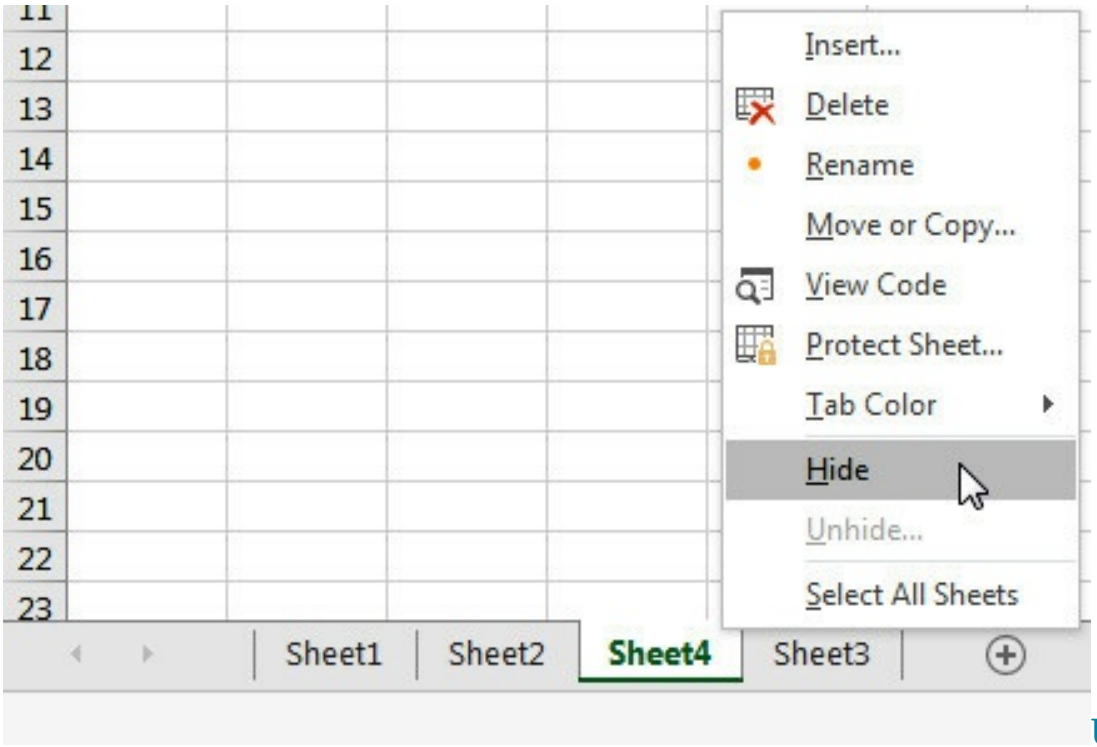


HIDING OR UNHIDE A WORKSHEET

You can hide or unhide the sheet tabs so that they don't appear in the Excel window the letting you find the worksheets that you are want use.

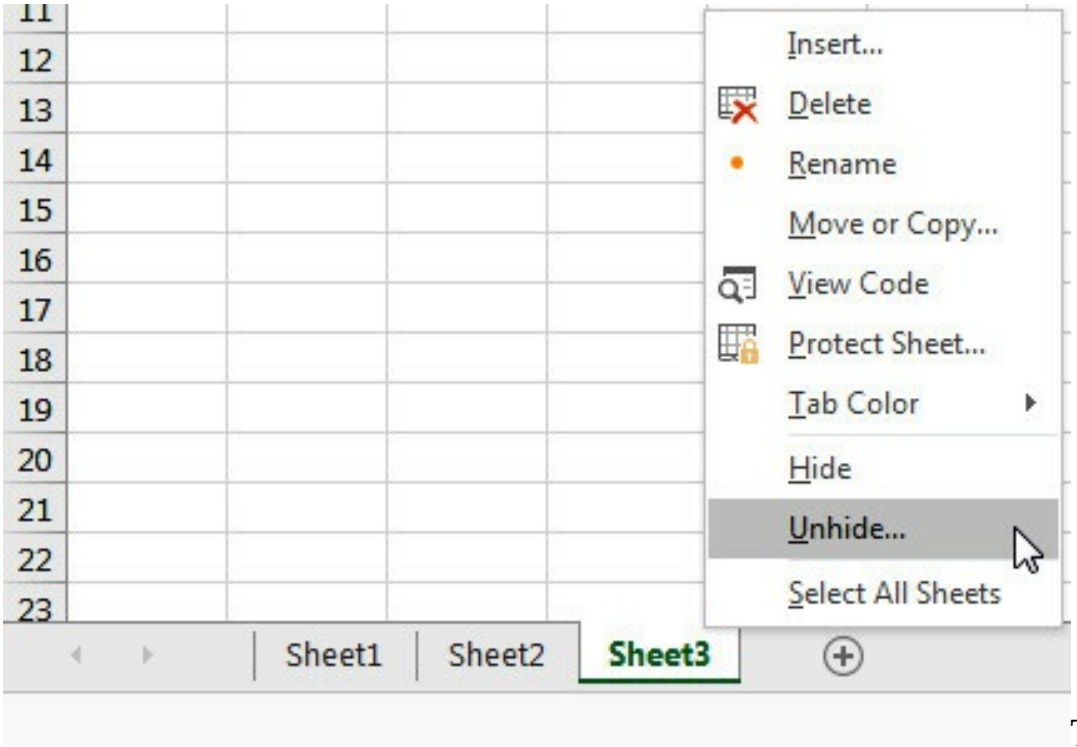
Hide a worksheet

1. Hold down the **Ctrl** key, andclick the sheettabs that you wantto hide.
2. Right-click any selected worksheet tab and then choose **Hide**.

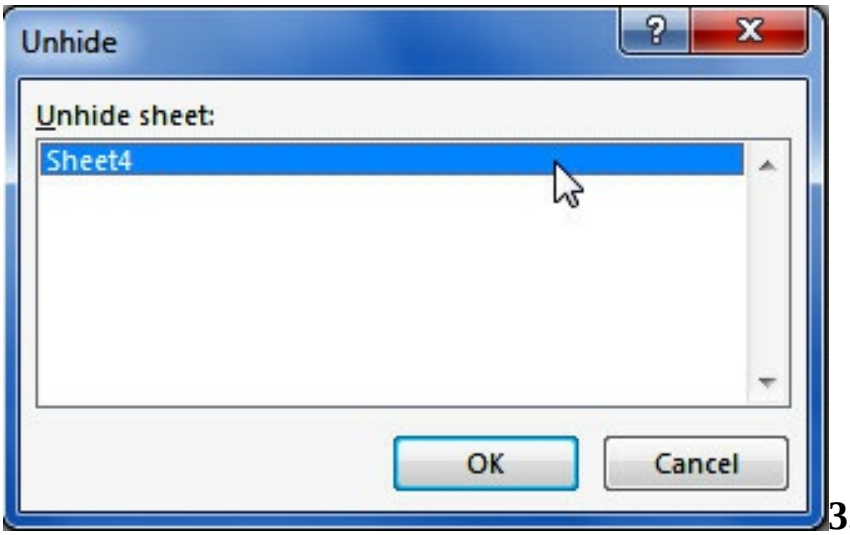


Unhide a hidden worksheet

1. Right-click any worksheet tab.
2. Click choice **Unhide**.

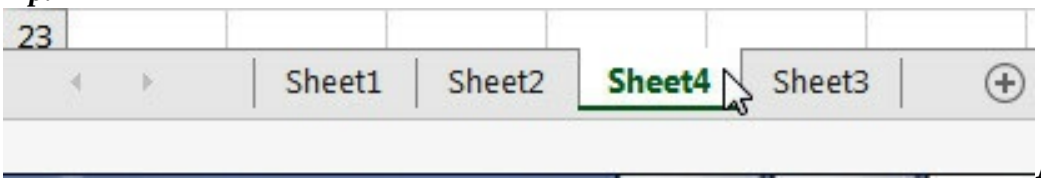


The **Unhide** dialog box will be displayed.



3. Click the worksheet that you want to unhide. **4.** Click **OK**.

Tip:



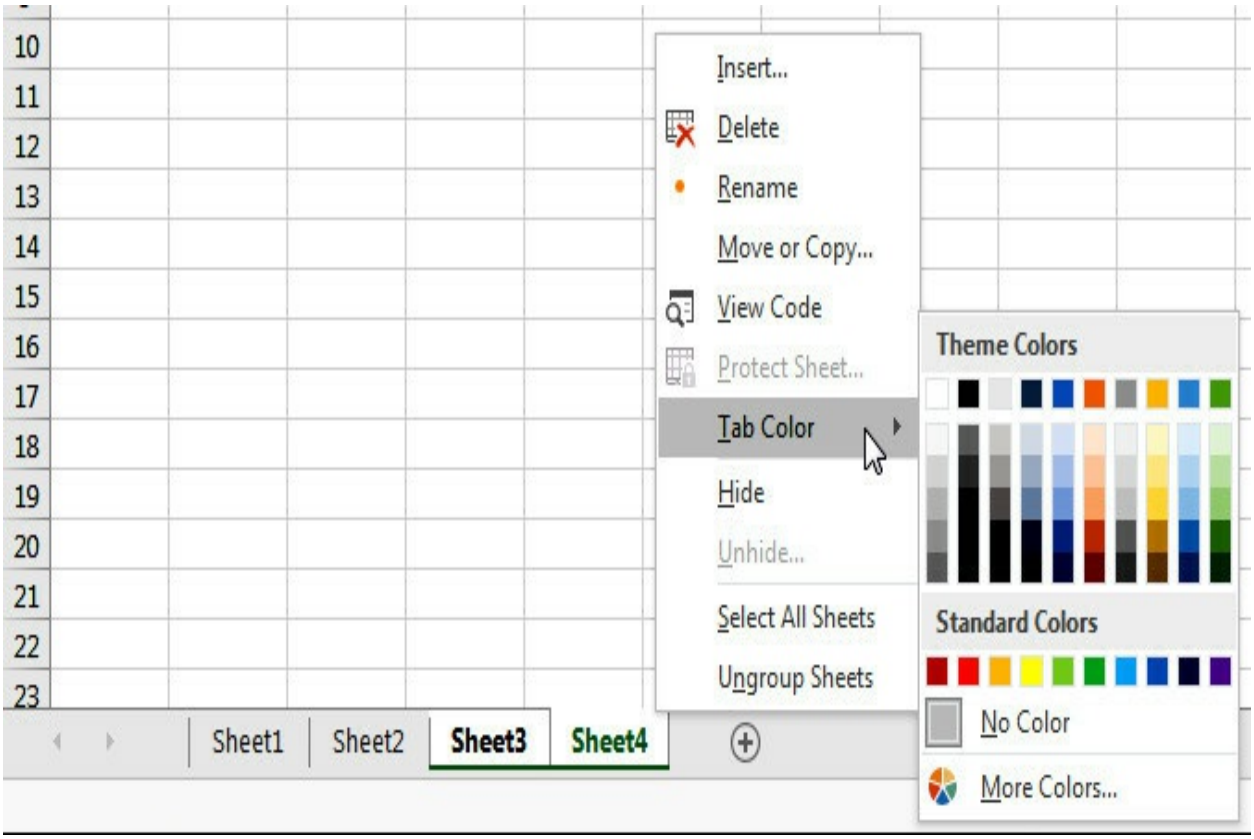
After you unhide a worksheet, Excel displays again that worksheet immediately.

CHANGING COLORS FOR WORKSHEET TAB

You can change the color of sheet tabs and can remove the color from that sheet tab and apply it to the new month's sheet tab.

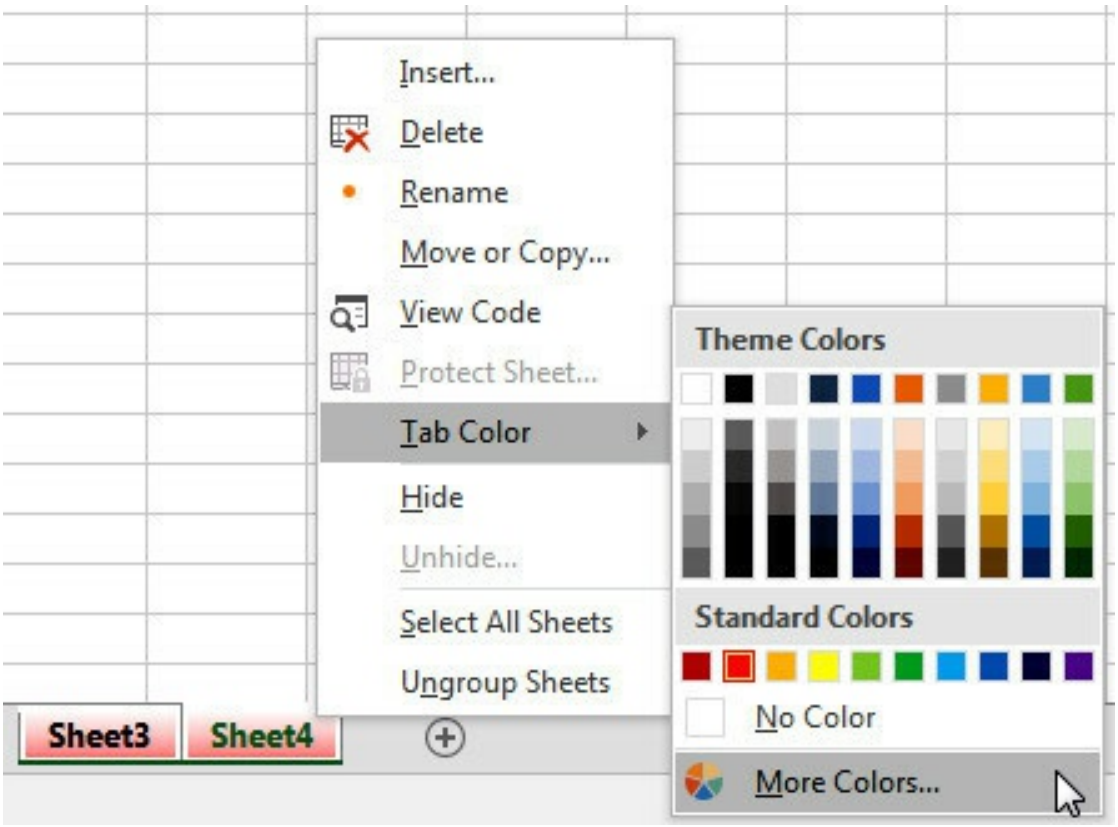
Color a sheet tab

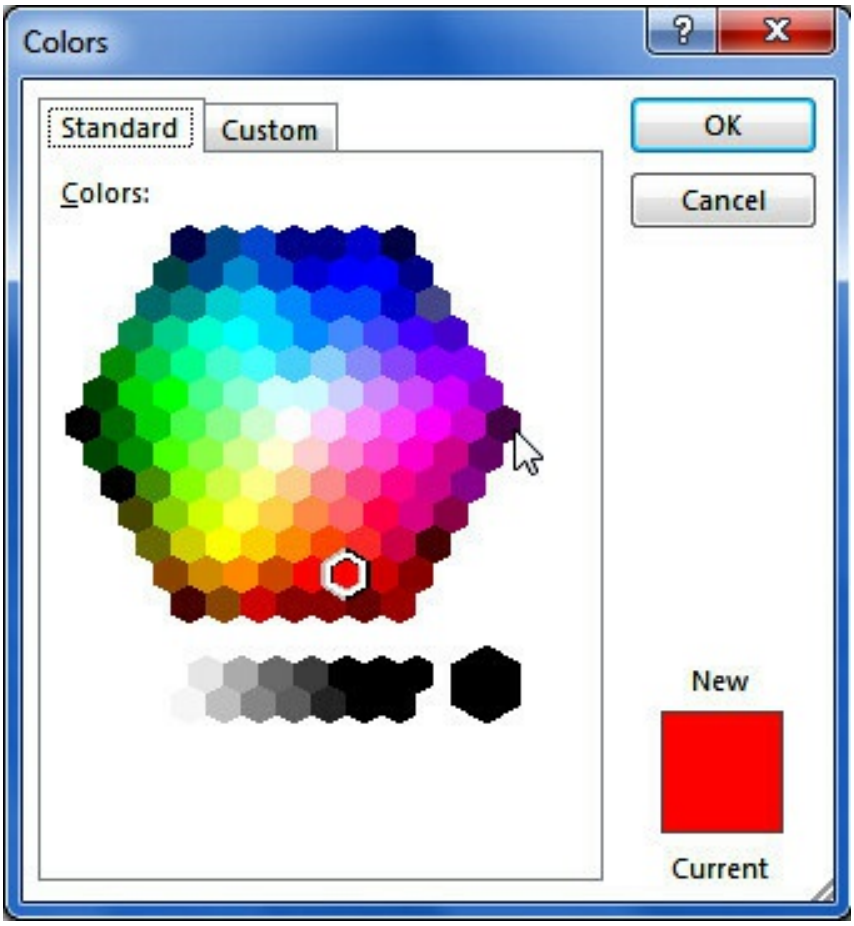
1. Holddownthe**Ctrl**key,andclickthesheettabsthatyouwanttocolor.
2. Right-click and selection **Tab Color** on the shortcut menu.
3. Click choice the color that you want.



The tab sheet will be colored.

Tip:


Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
Ungroup Sheets
Theme Colors
Standard Colors
No Color
More Colors...
Sheet3
Sheet4



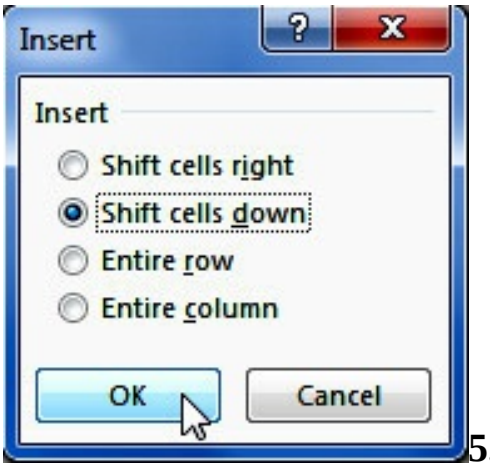
If you don’t see the tab color you want in the **Tab Color** palette, click **More Colors** to display the **Colors** dialog box and then choice a color.

INSERTING, MOVING, AND DELETING CELLS

Youcaninsert,move,anddeletecellsinaworksheetExceltomake room for the new cells or to fill in the space left by the deleted cells.

Inserting cells in a worksheet Excel

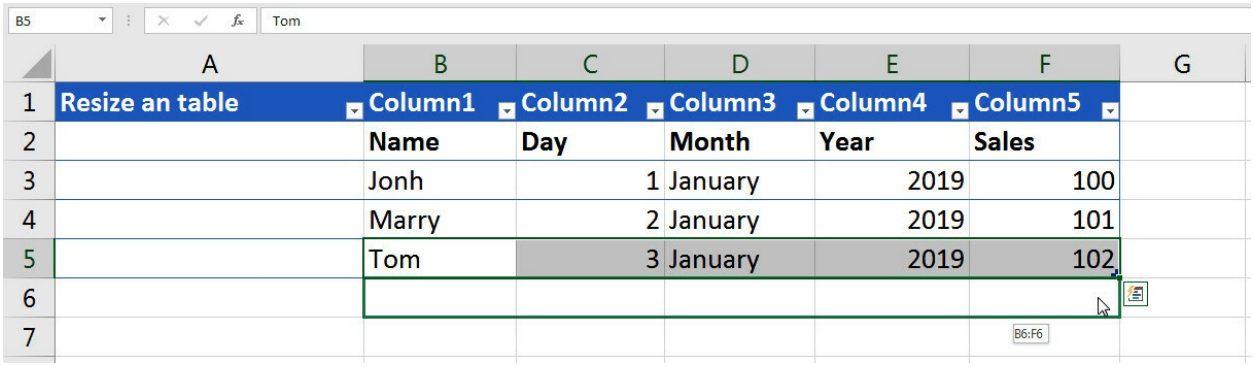
1. Select the cells where you want to insert new cells.
2. Click the **Home** tab.
3. In the **Cells** group, click the **Insert** button down arrow.
4. Click choice **Insert Cells**.
The **Insert** dialog box will be displayed.



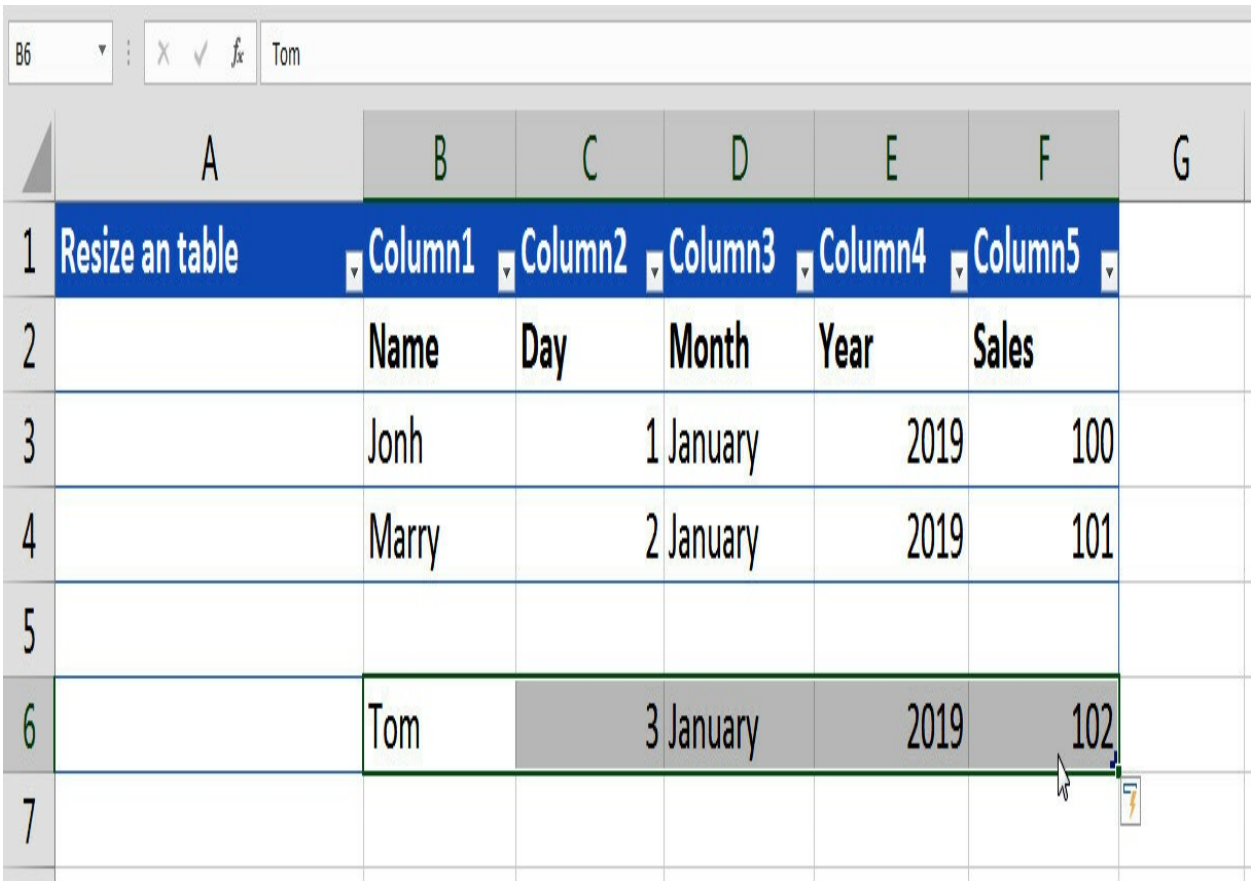
5. Select the option button by how you want to move the existing cells to make room for the inserted cells.
6. Click **OK** button.
Tip:
You can hold down **Ctrl** + **Shift** + **=** to display the **Insert** dialog box.

Move cells in a worksheet Excel

1. Select the cells that you want to move.
2. Move mouse pointer over the outline of selected cells.
3. Drag cells to the new location.

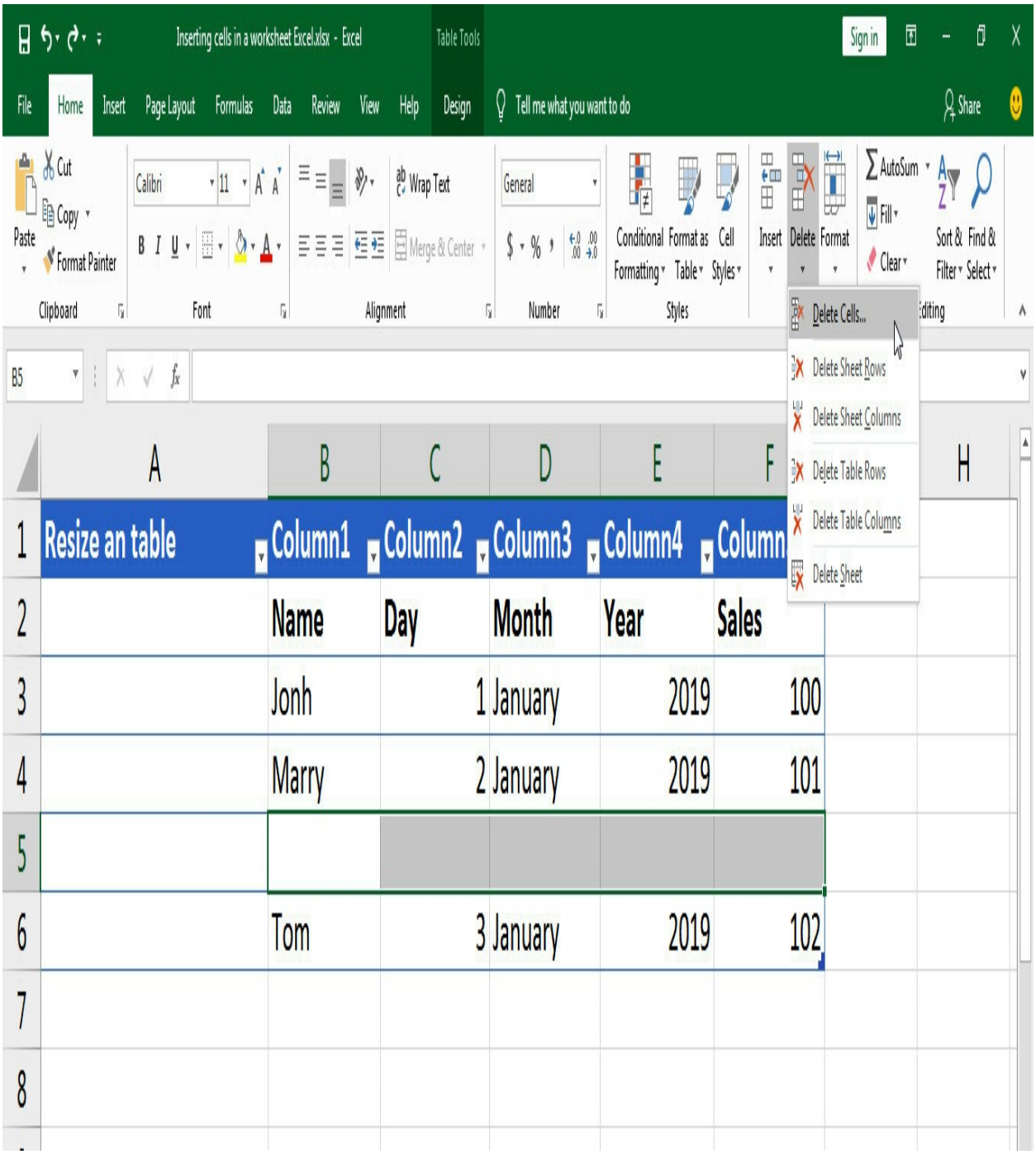


The cells have been moved.

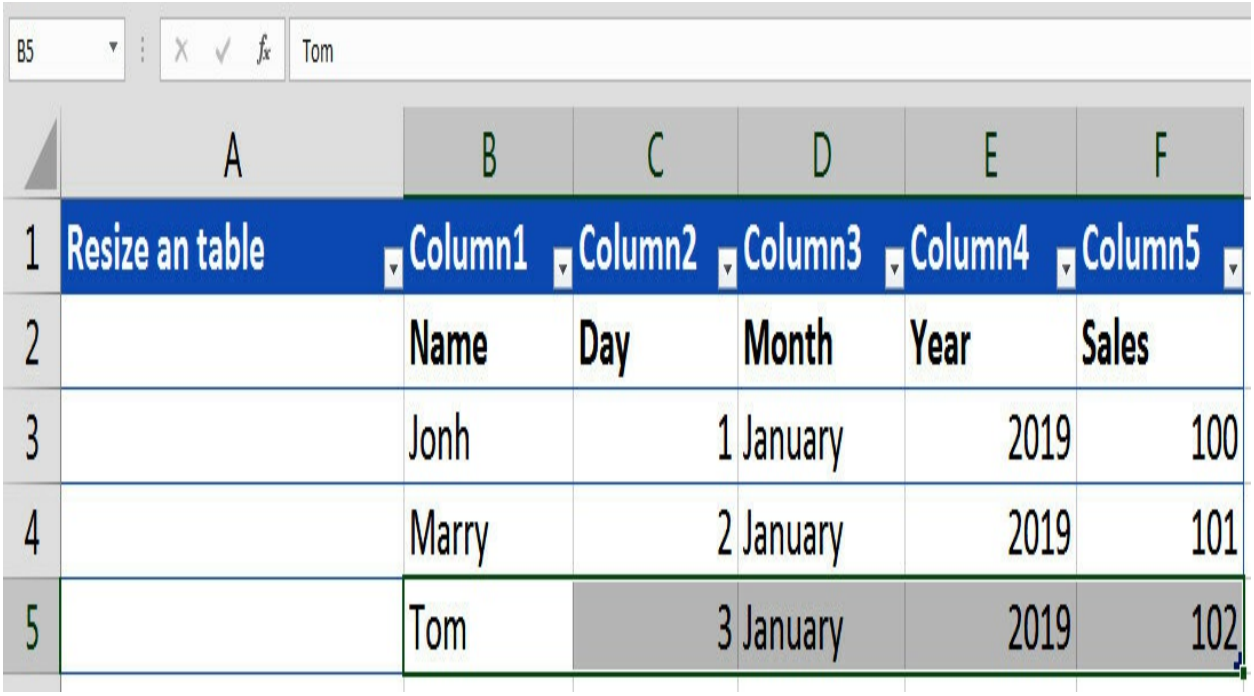


Delete cells in a worksheet Excel

1. Click choice the cells that you want to delete.
2. Click the **Home** tab.
3. In **Cells** group, click the **Delete** button down arrow.
4. Click choice **Delete Cells**.



The cells have been deleted.



Tip:

You can hold down **Ctrl** + **-** to delete the selected cells.

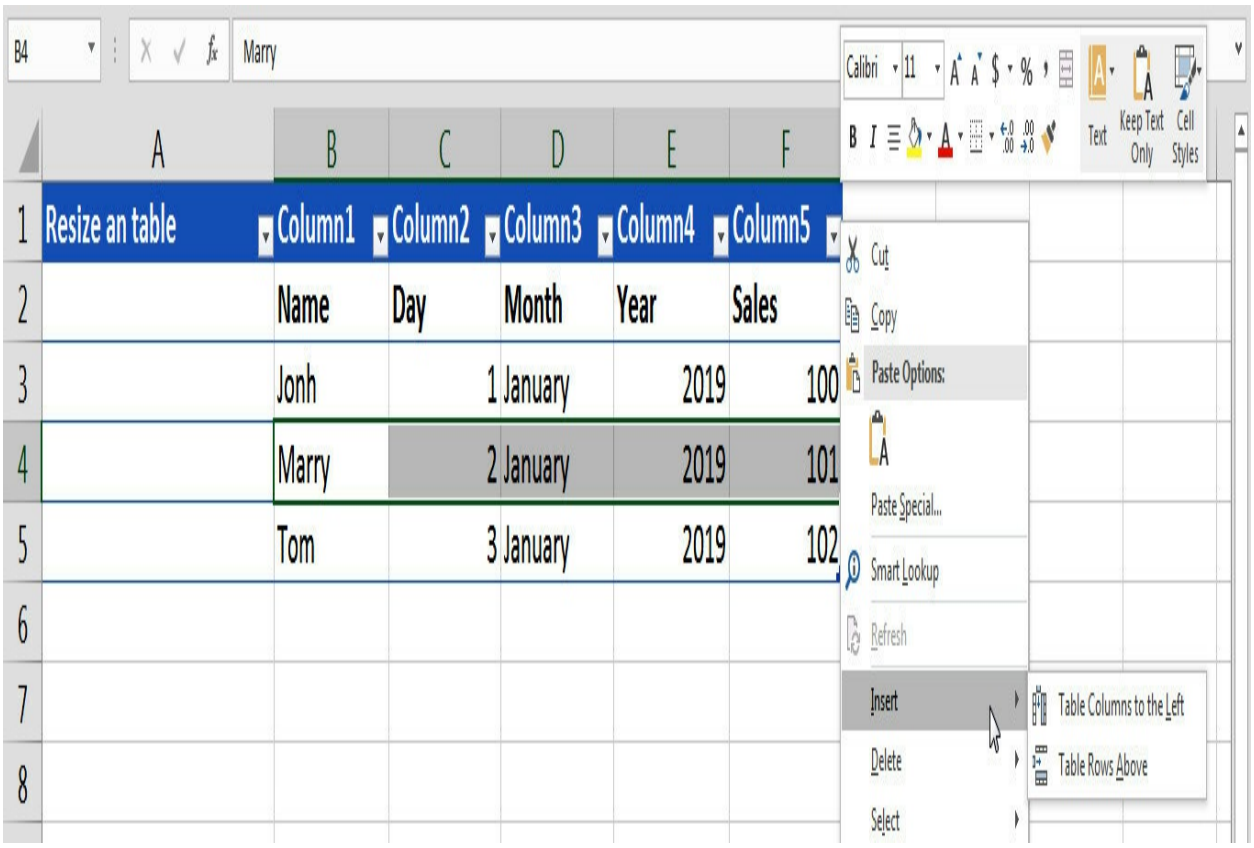
INSERTING COLUMNS AND ROWS

After create a worksheet and begin filling in data, you might to insert rows or columns to add data that you want.

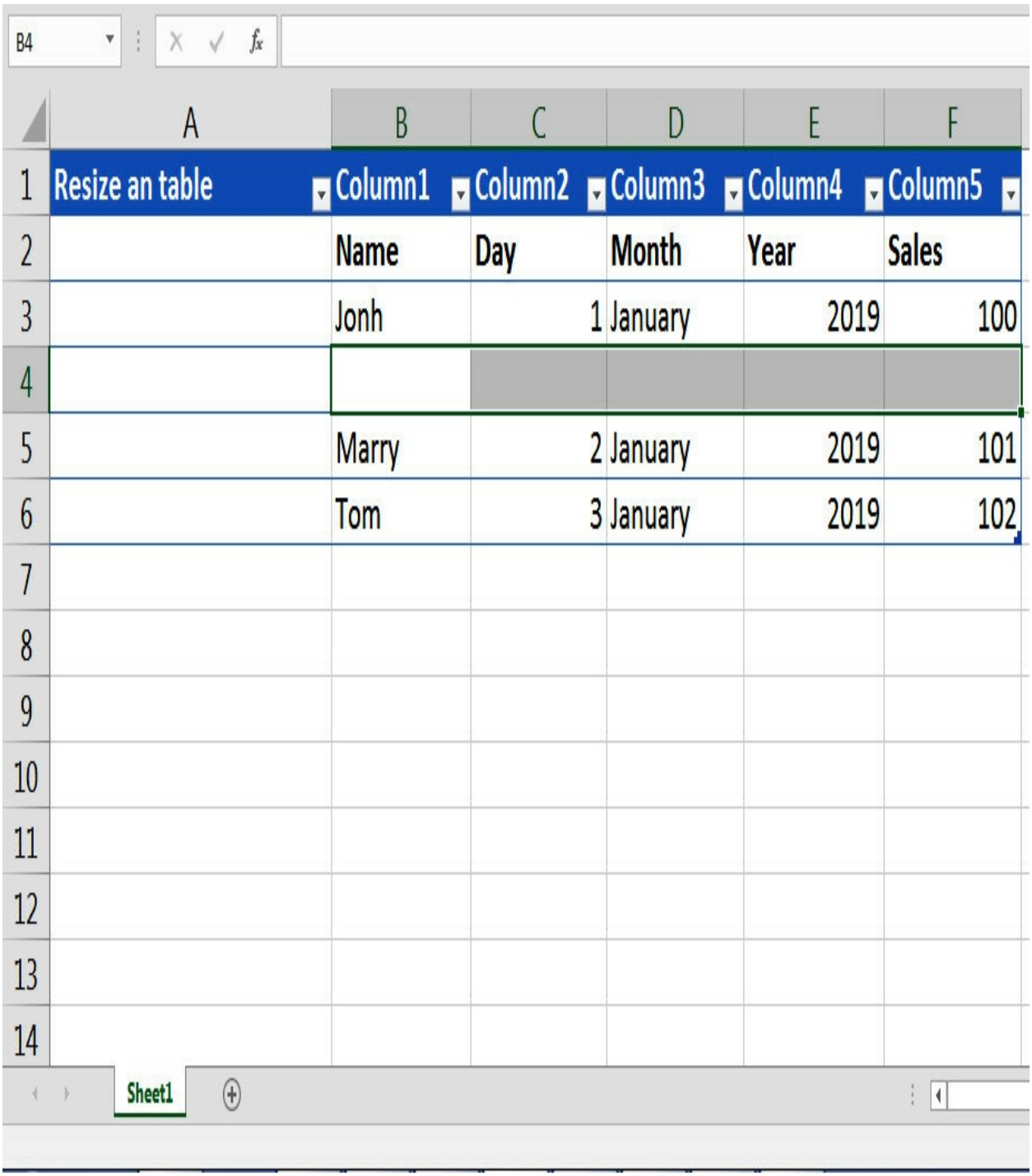
Insert the rows in a worksheet Excel

1. Choice the row, right-click the row header below where you want the new row to appear.

2. Click choose **Insert** from the shortcut menu, and then choice options that you want.



The row have been inserted.

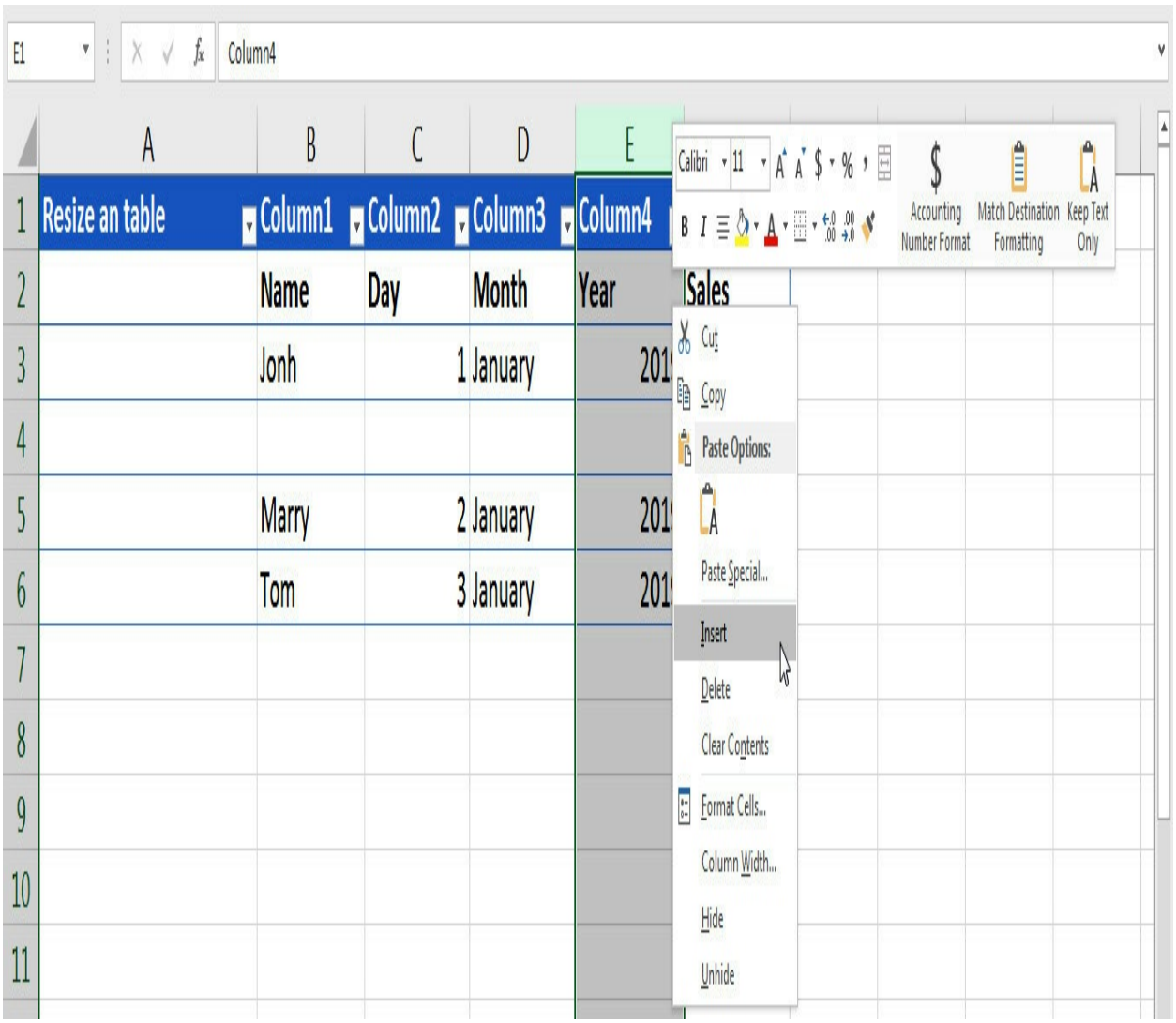


	A	B	C	D	E	F
1	Resize an table	Column1	Column2	Column3	Column4	Column5
2		Name	Day	Month	Year	Sales
3		Jonh	1	January	2019	100
4						
5		Marry	2	January	2019	101
6		Tom	3	January	2019	102
7						
8						
9						
10						
11						
12						
13						
14						

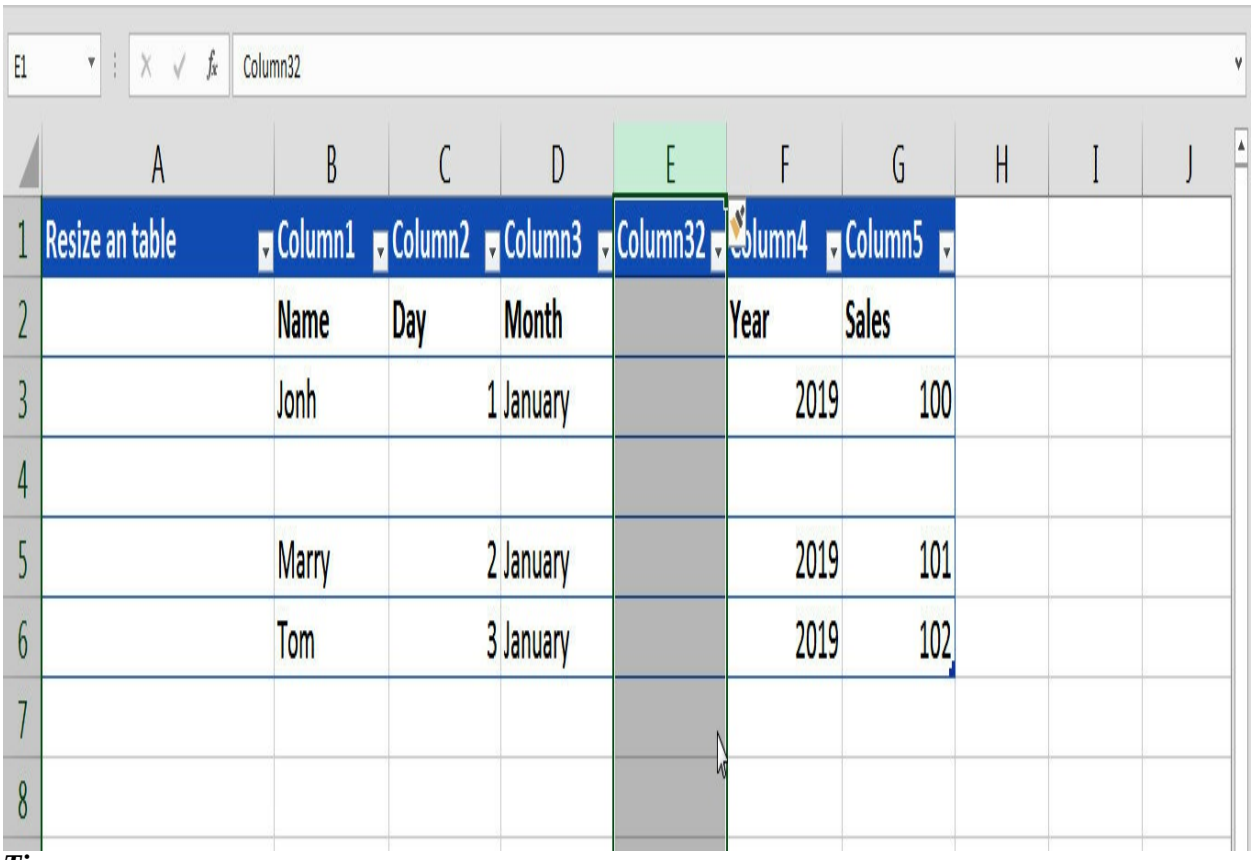
Insert the columns in a worksheet Excel

1. Choice the columns, right-click the column header to the right of where you want the new column to appear.

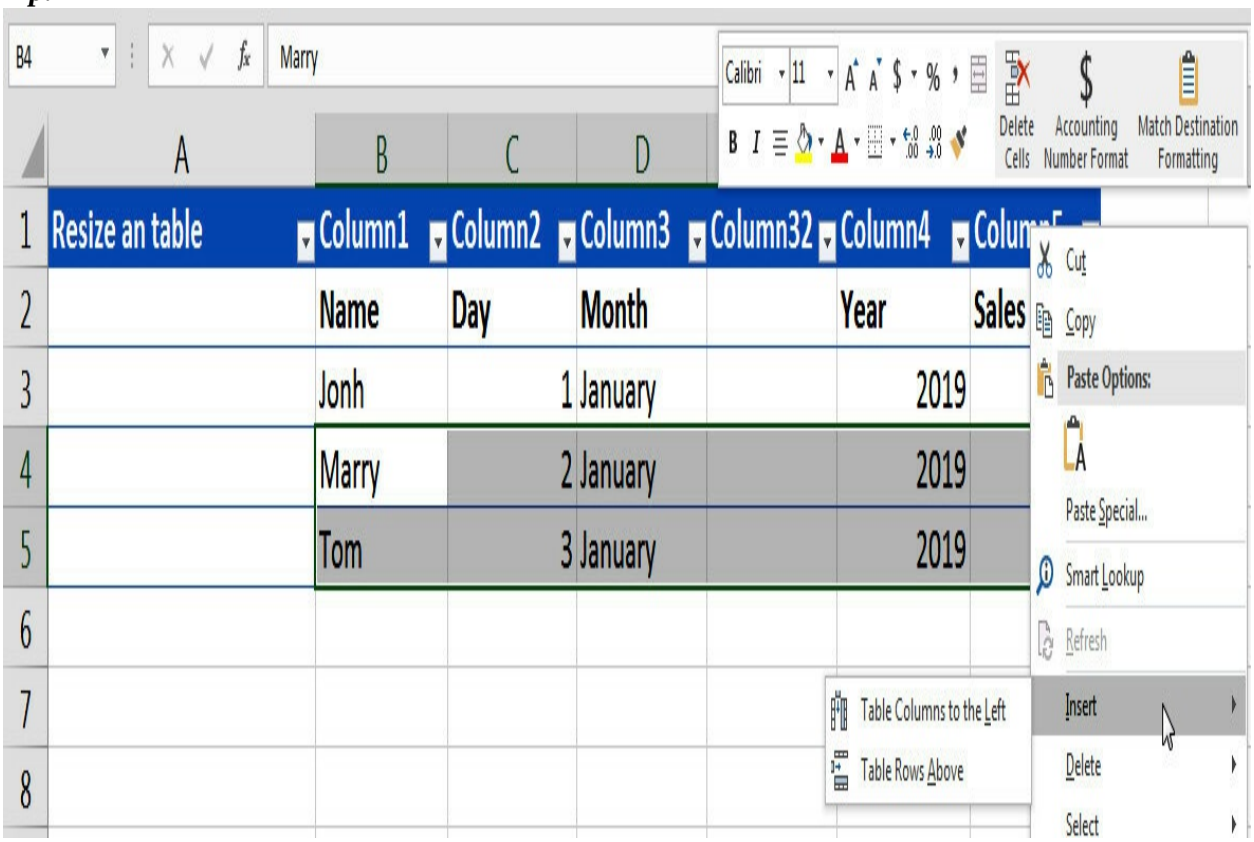
2. Click choose **Insert** from the shortcut menu.

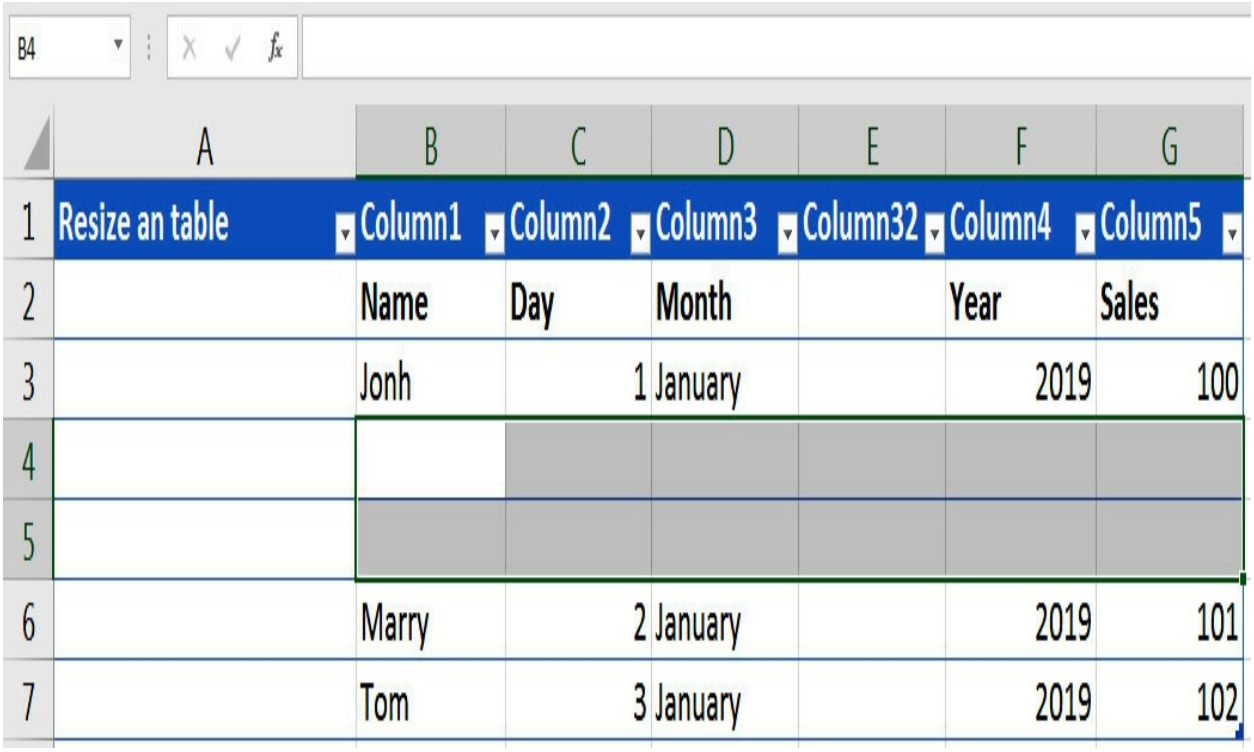


The column have been inserted.


E1
Column32
Resize an table
Column1
Column2
Column3
Column32
Column4
Column5
Name
Day
Month
Year
Sales
Jonh
1 January
2019
100
Marry
2 January
2019
101
Tom
3 January
2019
102

Tip:


B4
Marry
Calibri
11
Delete Cells
Accounting Number Format
Match Destination Formatting
Resize an table
Column1
Column2
Column3
Column32
Column4
Name
Day
Month
Year
Sales
Jonh
1 January
2019
Marry
2 January
2019
Tom
3 January
2019
Cut
Copy
Paste Options:
Paste Special...
Smart Lookup
Refresh
Insert
Delete
Select
Table Columns to the Left
Table Rows Above



	A	B	C	D	E	F	G
1	Resize an table	Column1	Column2	Column3	Column32	Column4	Column5
2		Name	Day	Month		Year	Sales
3		Jonh	1	January		2019	100
4							
5							
6		Marry	2	January		2019	101
7		Tom	3	January		2019	102

If you want to insert more than one row or column at a time, select the number of adjacent rows or columns that you want to insert and then choose the appropriate command from the **Insert** menu.

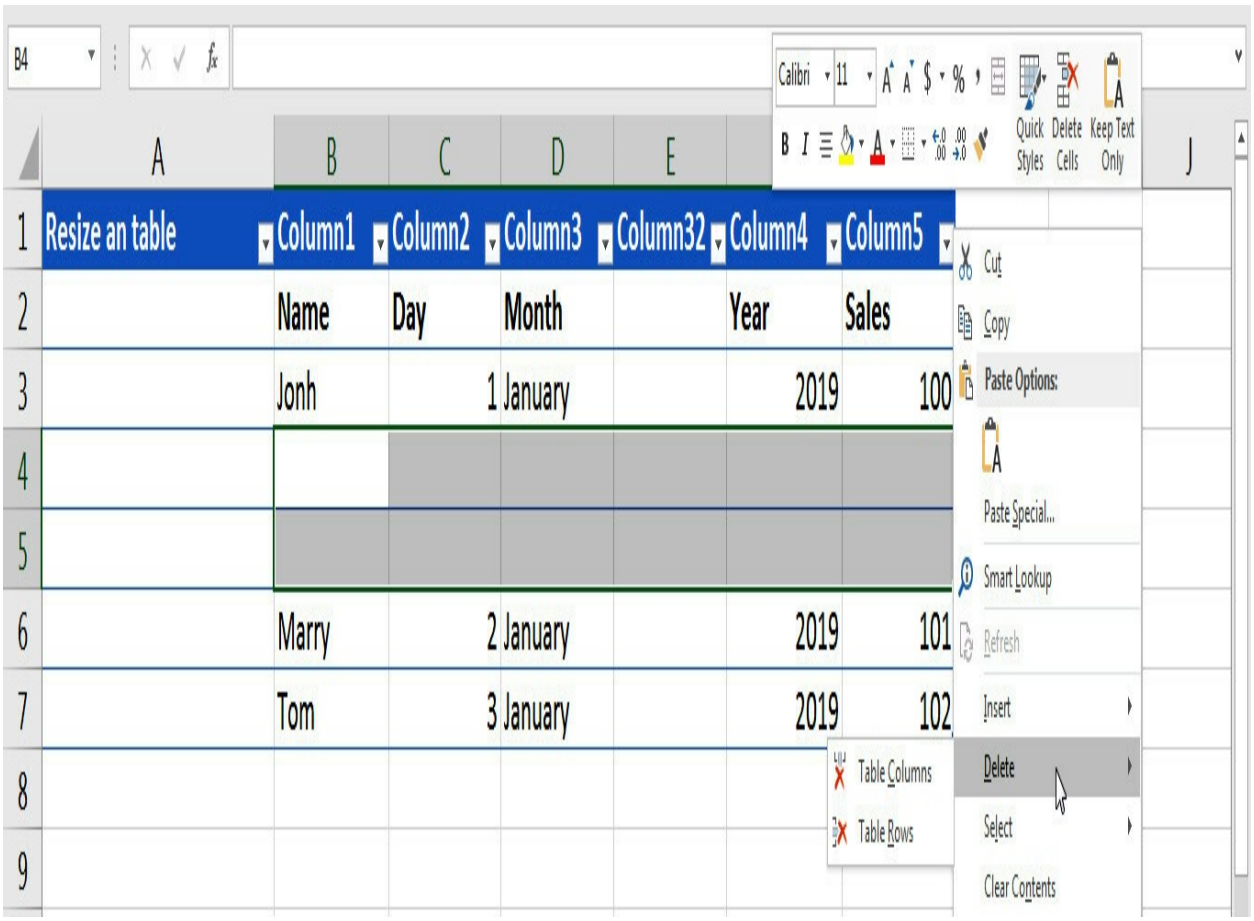
DELETING ROWS OR COLUMNS

Some time when you no need to use a particular row or column, you can delete the rows or columns easily.

Delete rows or columns

1. Select the rows or columns that you want to delete.

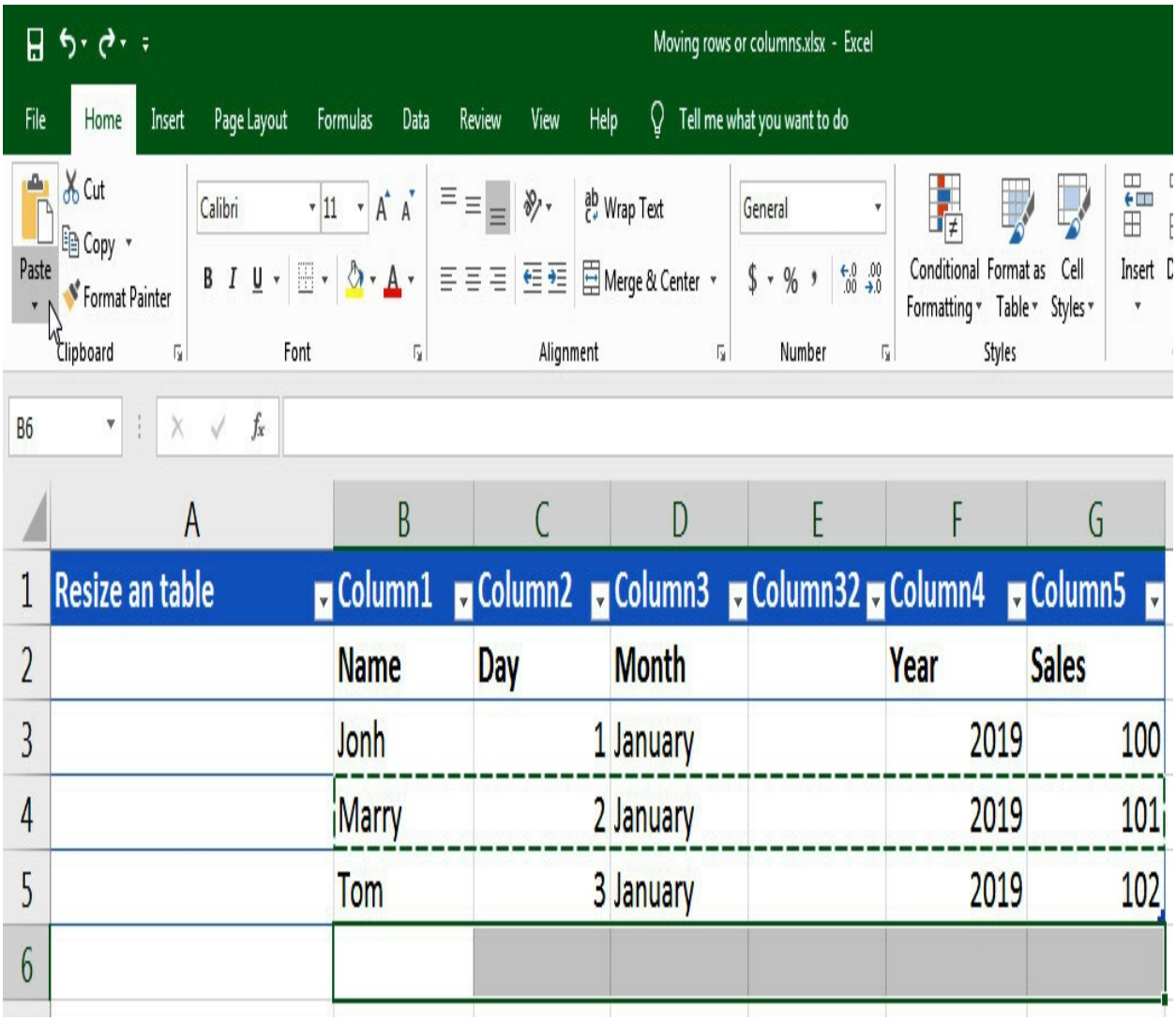
2. Right-click the rows or columns, choice **Delete** from the shortcut menu and then click choice a option.



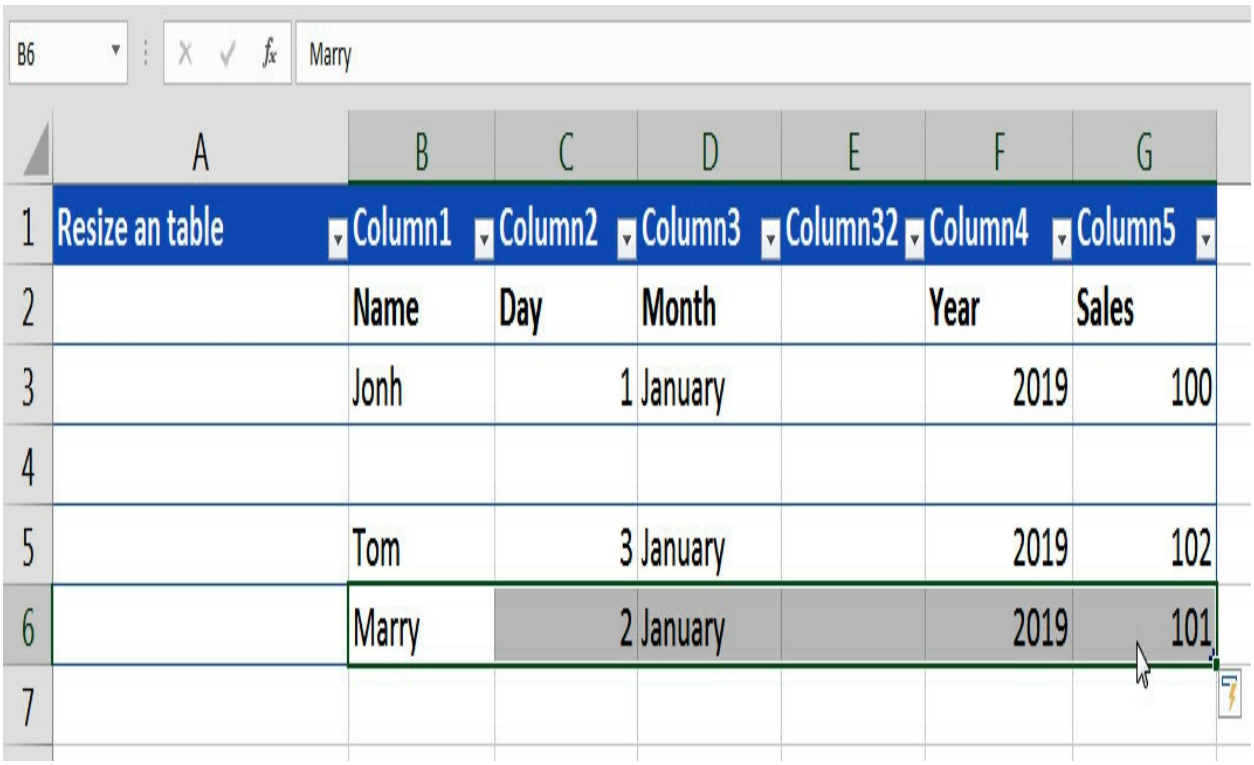
MOVING ROWS OR COLUMNS

You can also move rows and columns as like cutting and pasting cells. **Move one or more rows**

1. Click choice the rows that you want to move.
2. Click the **Home** tab.
3. Click the **Cut** button (**Ctrl** + **X**).
4. Click cell in the row where you want the rows to be moved. **5.** Click **Paste** button.

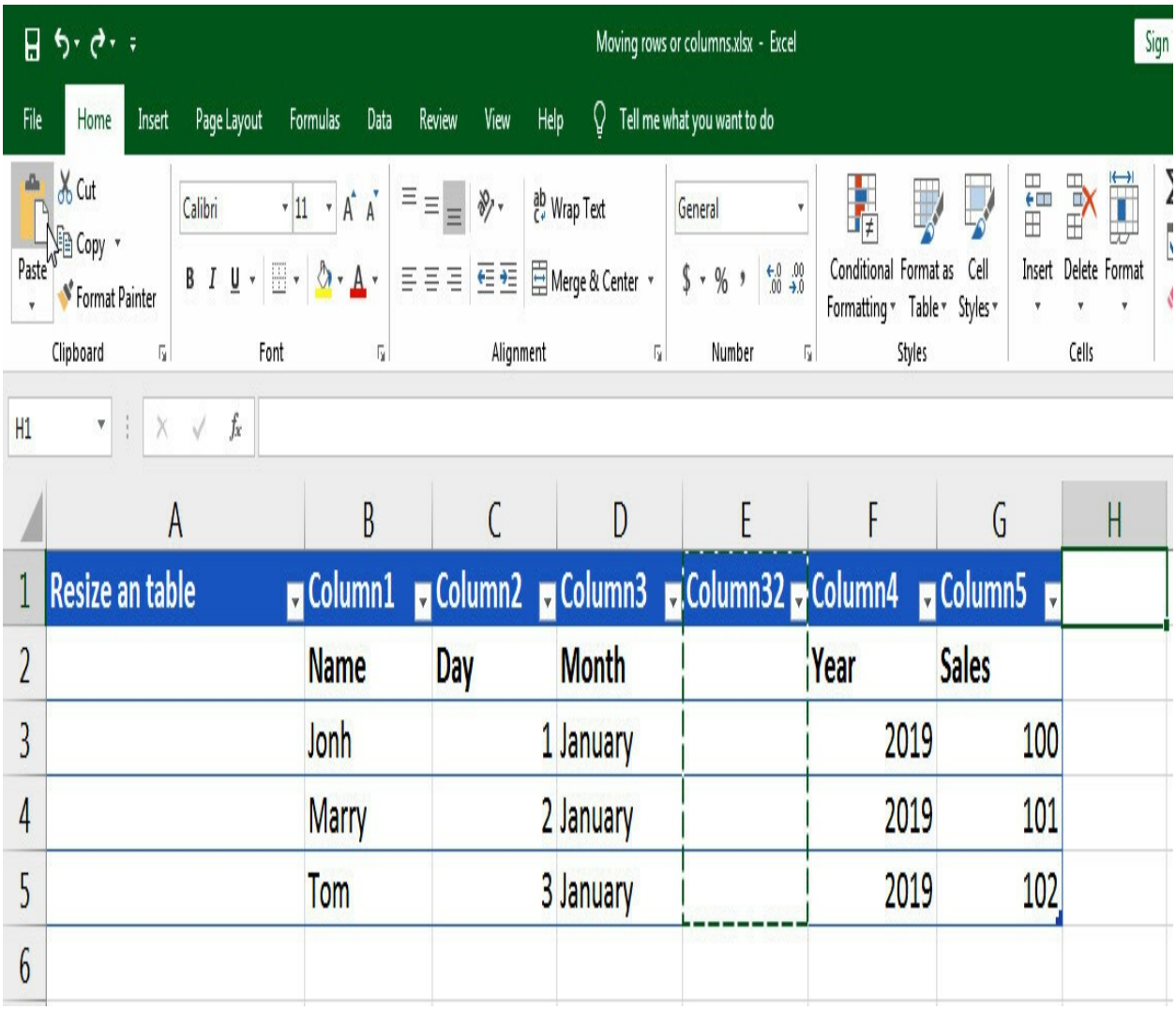


The row have been moved.

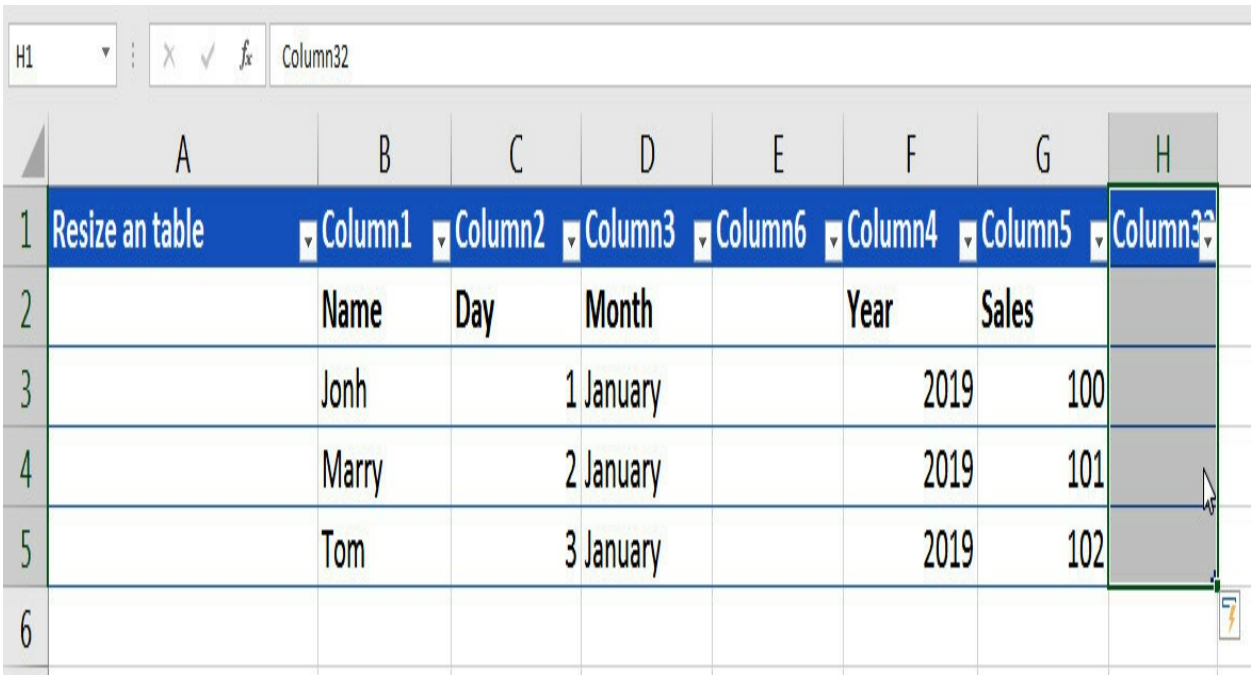


Move one or more columns

1. Select the columns that you want to move.
2. Click the **Home** tab.
3. Click the **Cut** button (**Ctrl** + **X**).
4. Click the cell in the column where you want to move the columns.
5. Click **Paste** button.



The column have been moved.

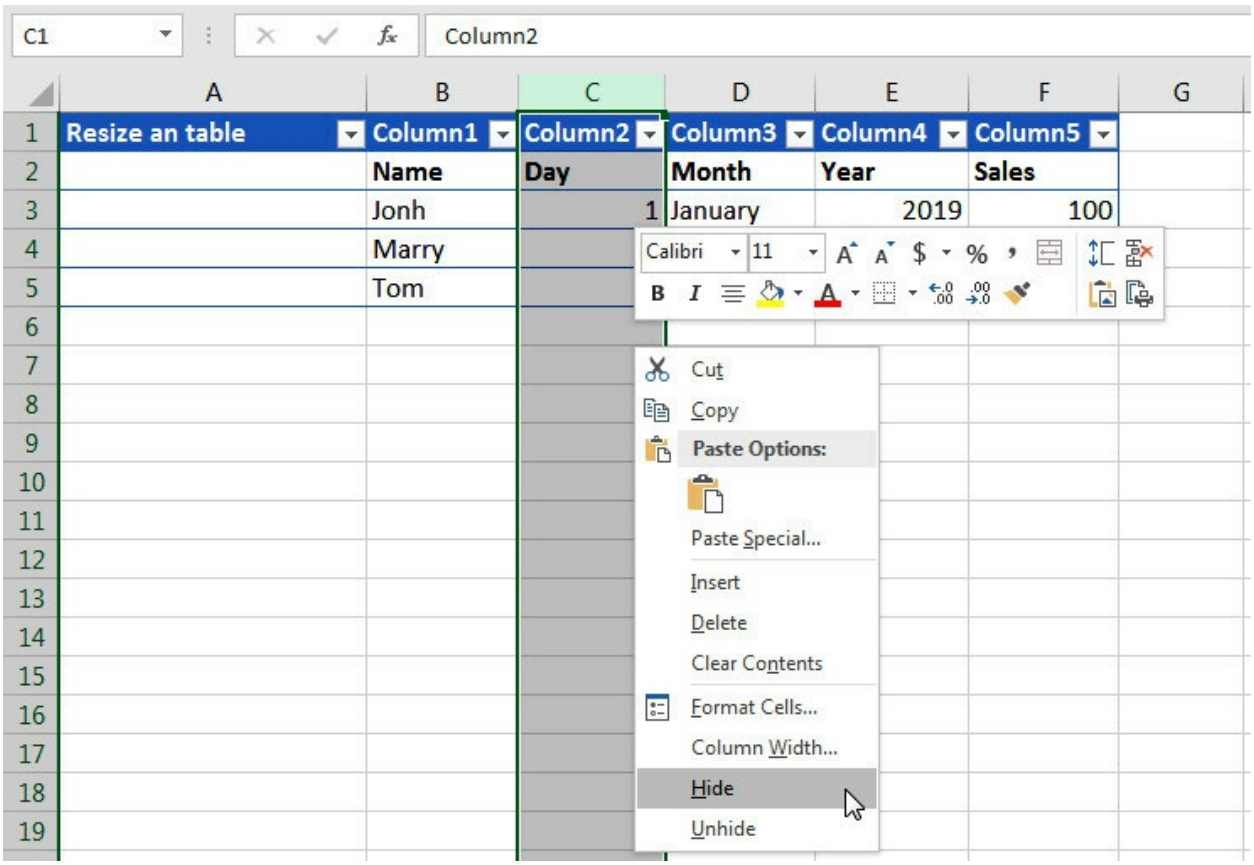


HIDING AND UNHIDING COLUMNS AND ROWS

You can hide or unhide any rows or columns in worksheet Excel, the rows or columns that you hide are gone only temporarily. **Hide rows or columns**

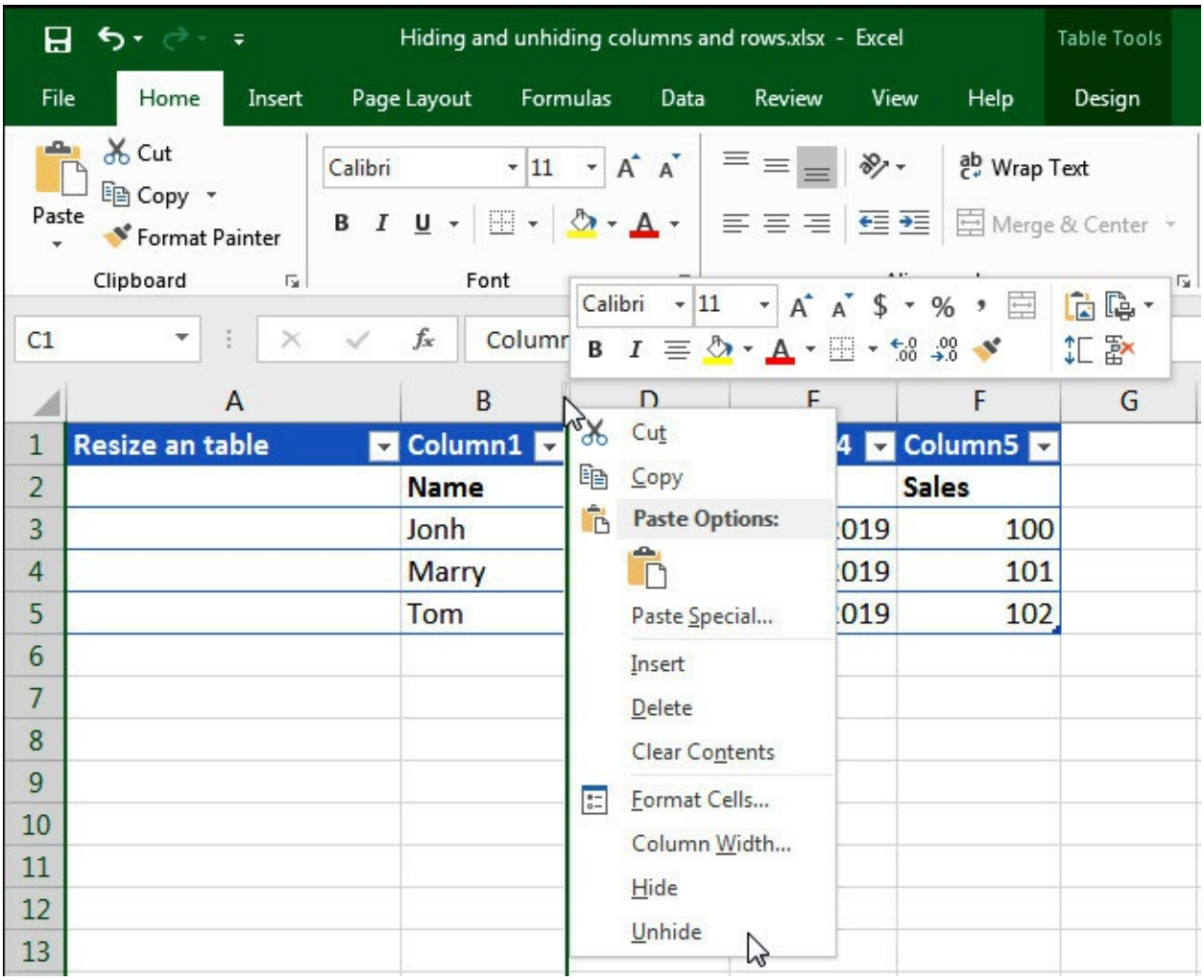
1. Select the rows or columns that you want to hide.

2. Right-click a row or column header and choose **Hide** from the shortcut menu.



Unhide rows or columns

1. Click the row or column you want to unhide.
2. Right-click and choose **Unhide** from the shortcut menu.

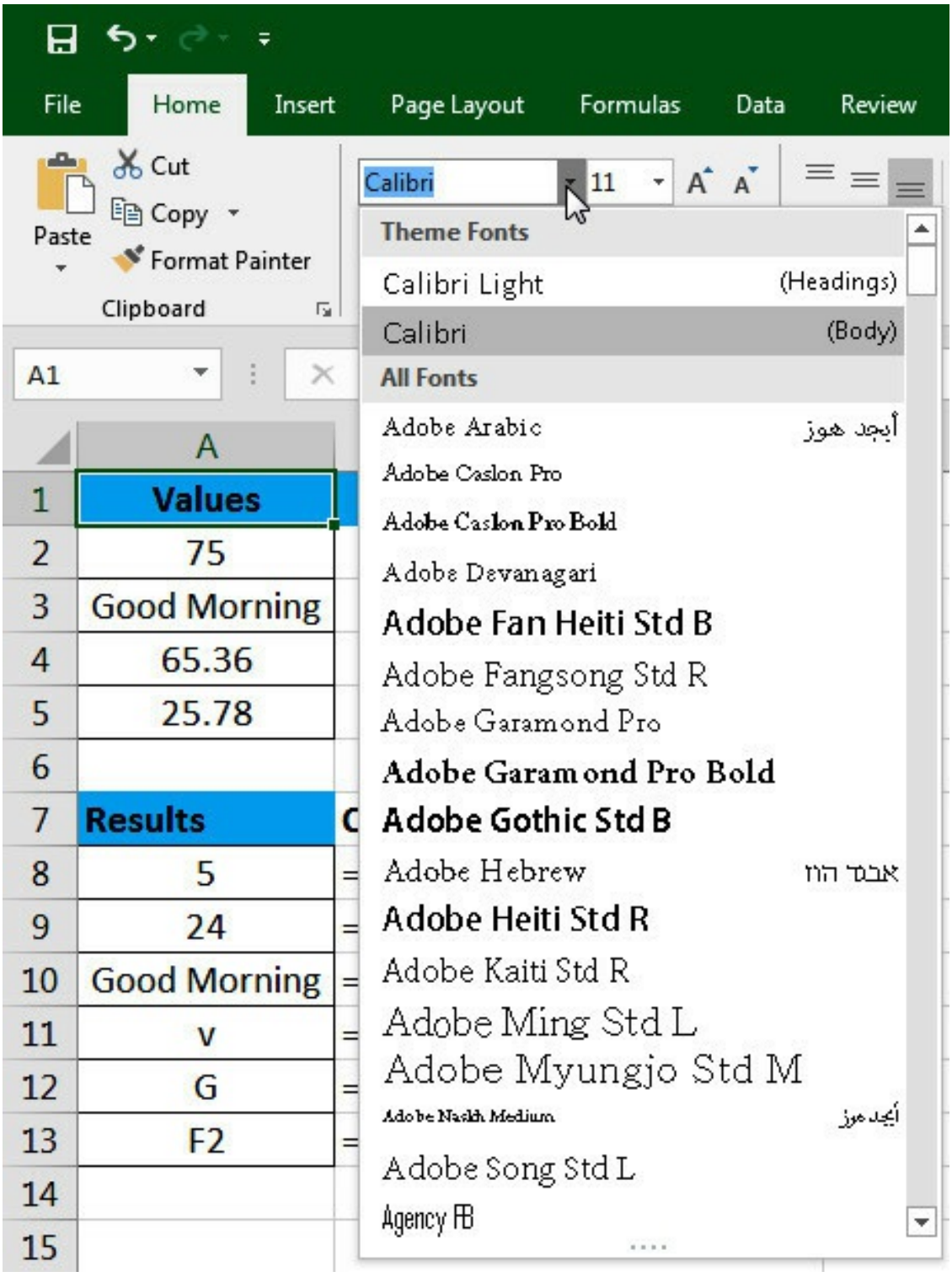


CHAPTER 4
FORMATTING THE CELLS

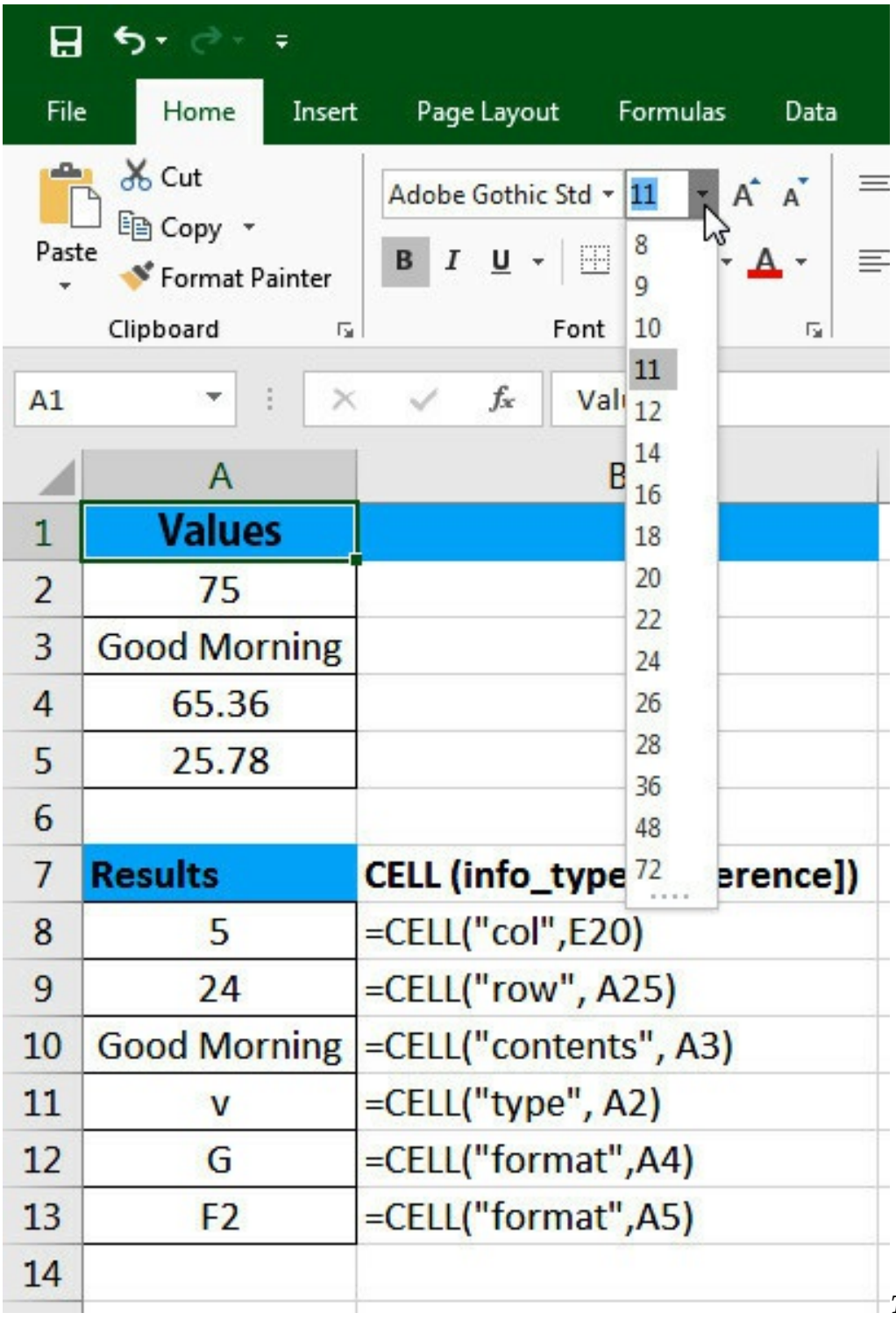
FORMATTING CELLS TEXT

You can use controls on the **Home** tab of the ribbon or on the mini toolbar and make the text larger or smaller, bold, italicized, or underlined. **Change font and font size**

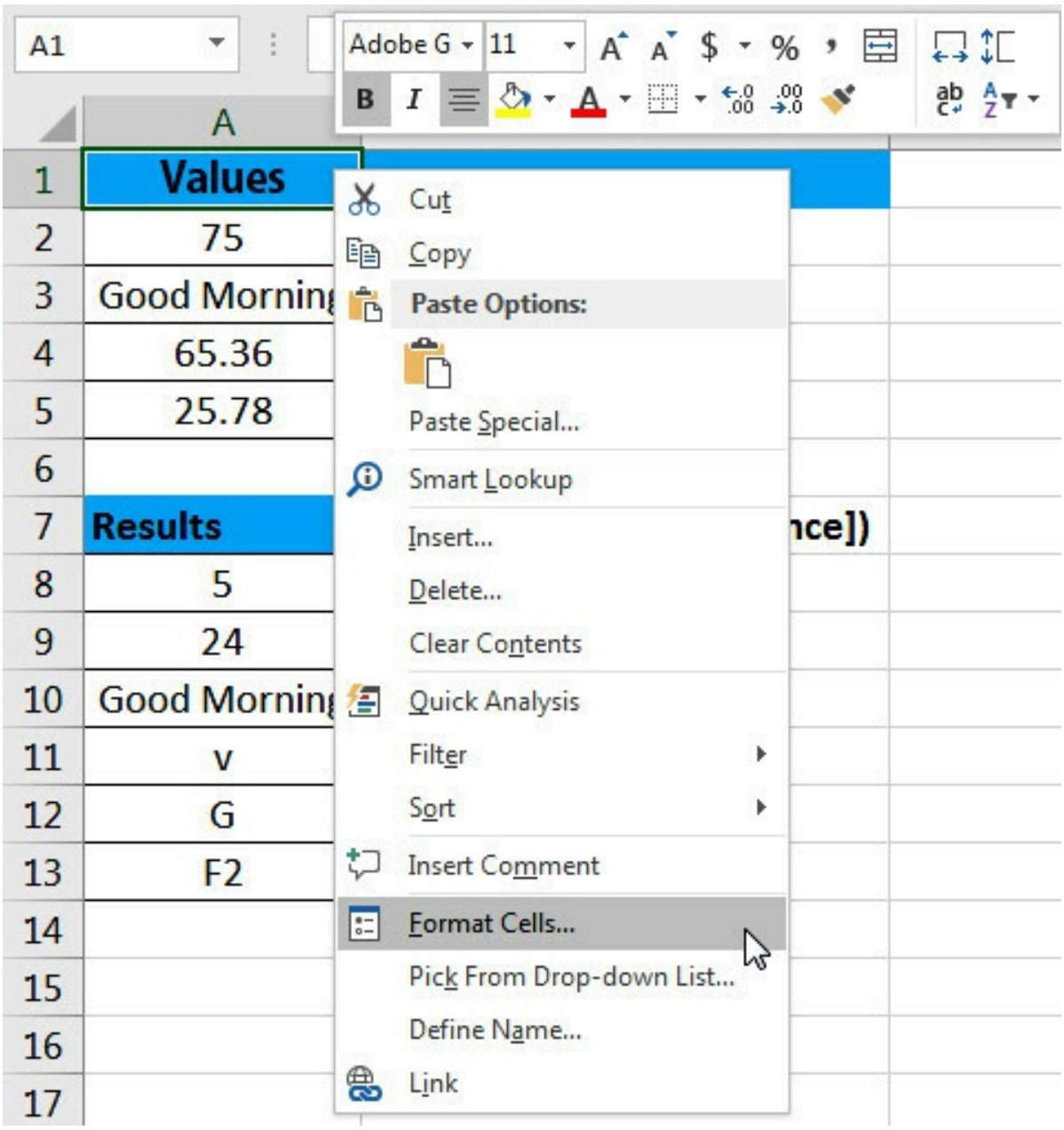
1. Select the cells that you want to format.
2. Click the **Home** tab.
3. Click the **Font** down arrow.
4. Click the font that you want.



5. Click the **Font Size** down arrow.
6. Click the font size that you want.


File
Home
Insert
Page Layout
Formulas
Data
Cut
Copy
Format Painter
Paste
Clipboard
Adobe Gothic Std
11
Font
A1
8
9
10
11
12
14
16
18
20
22
24
26
28
36
48
72
A
B
1 Values
2 75
3 Good Morning
4 65.36
5 25.78
6
7 Results
CELL (info_type
erence])
8 5 =CELL("col",E20)
9 24 =CELL("row", A25)
10 Good Morning =CELL("contents", A3)
11 v =CELL("type", A2)
12 G =CELL("format",A4)
13 F2 =CELL("format",A5)
14

Tip:

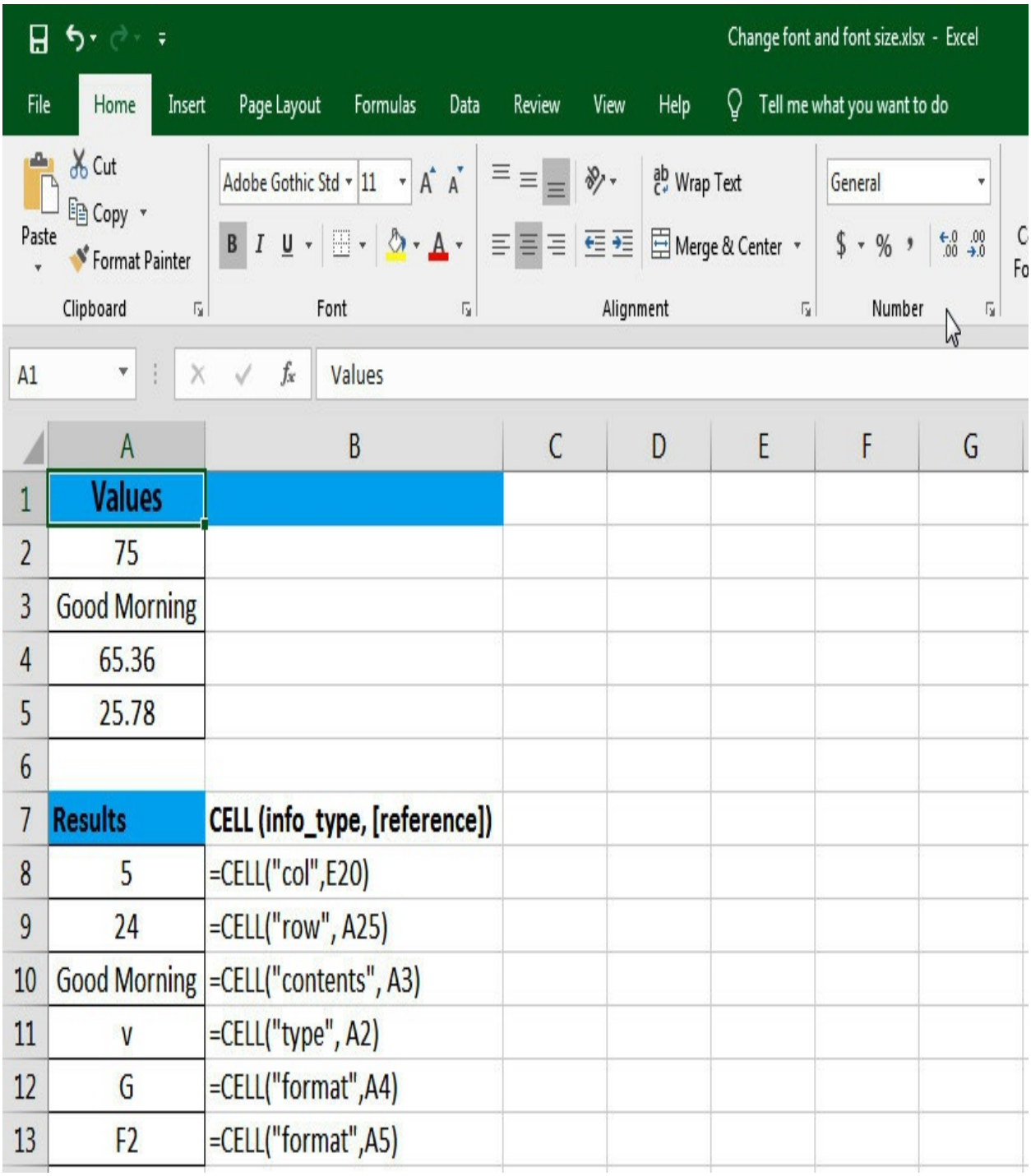


You can display the **Format Cells** dialog box by selecting a group of cells, right-clicking any selected cell and choosing **Format Cells**.

Change text appearance

1. Select the cells that you want to format.
2. Click the **Home** tab.

3. Use the tools in the **Font**, **Alignment** and **Number** groups to change text appearance.



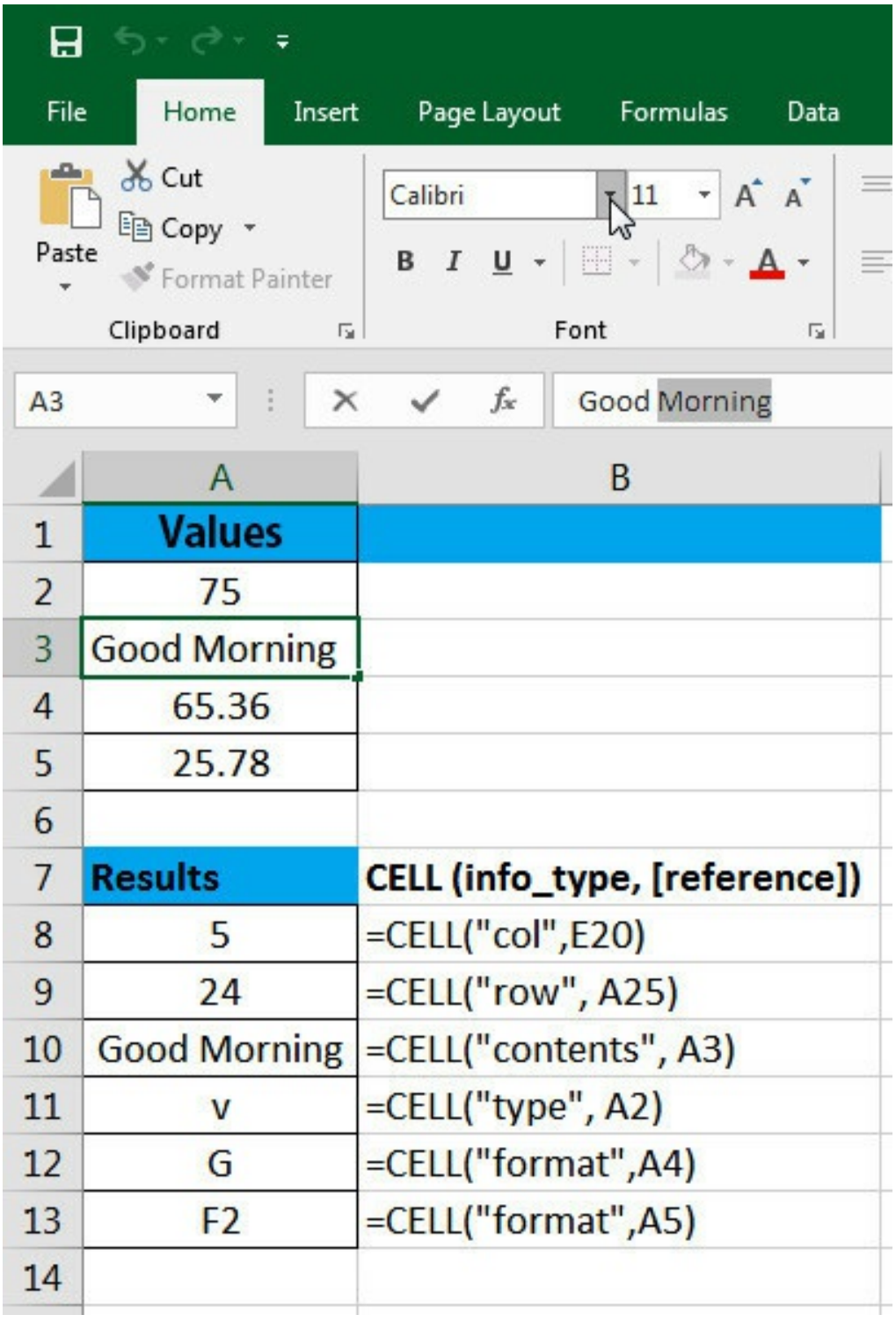
FORMATTING PART OF A CELL CONTENTS

You can apply formatting to the entirety of a cell contents, but you can also format a portion of a cells contents to emphasize a particular word or phrase.

Format part of a cell’s contents

1. Click the cell with the data that you want to format.
2. Intheformulabar,selectthecontentsofthecellthatyouwanttoformat.
3. You can also click the **Home** tab.

4. Use the controls in the **Font** group on the ribbon to apply the changes that you want.

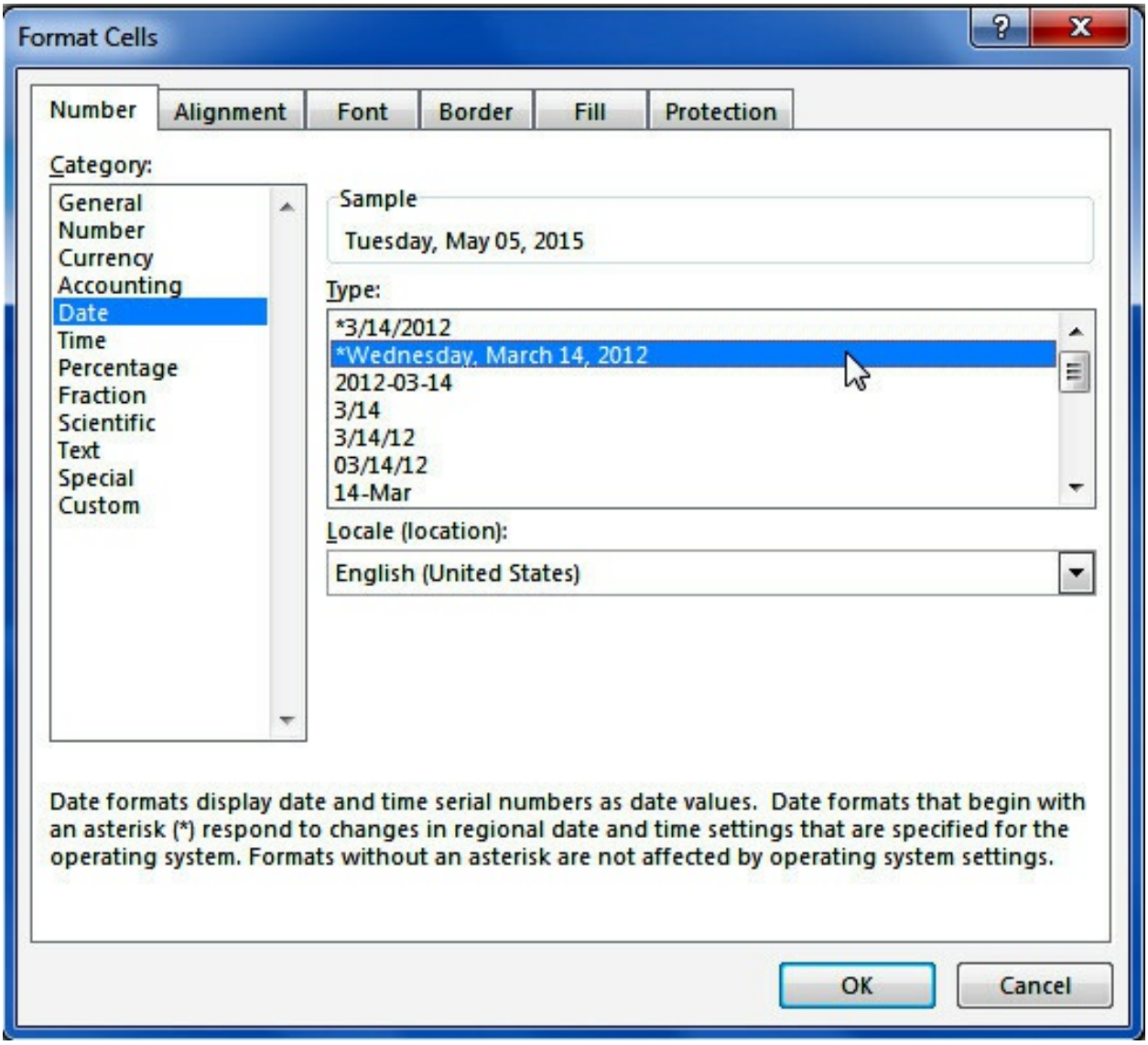


	A	B
1	**Values**	
2	75	
3	Good Morning	
4	65.36	
5	25.78	
6		
7	**Results**	**CELL (info_type, [reference])**
8	5	=CELL("col",E20)
9	24	=CELL("row", A25)
10	Good Morning	=CELL("contents", A3)
11	v	=CELL("type", A2)
12	G	=CELL("format",A4)
13	F2	=CELL("format",A5)
14		

Formatting cells containing dates

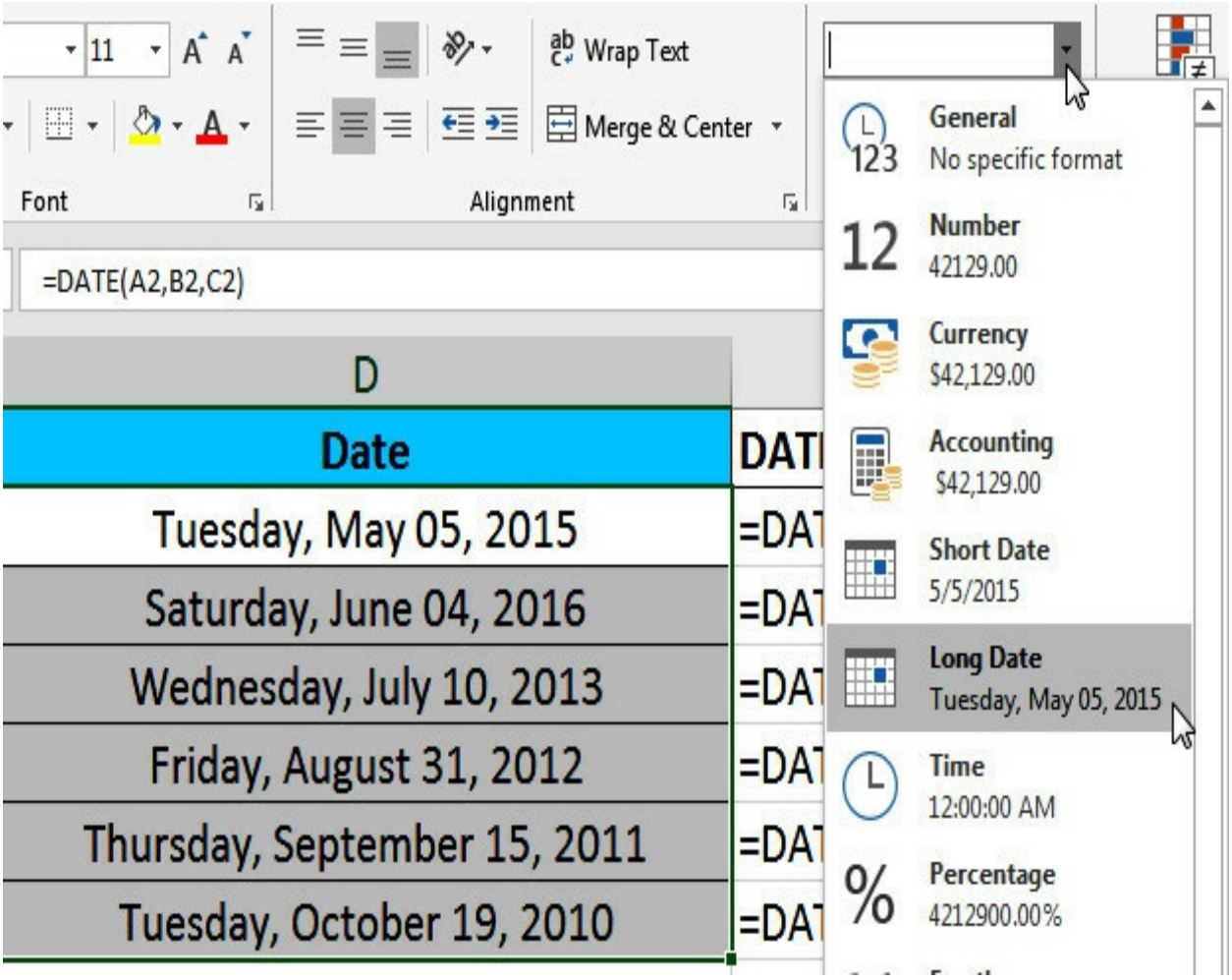
1. Select the cells that you want to format as a date.
2. Click the **Home** tab.
3. In the **Number** group, click the **Format Cells** dialog box launcher. The

Format Cells dialog box will be displayed.



4. Click the **Number** tab.
5. Click **Date**.
6. Click the date format you want.
7. Click **OK** button.

Tip:



You can also apply the **Date** format to cells by selecting the cell and then on the **Home** tab in the **Number** group, clicking the **Number Format** box list arrow and selecting **Short Date** or **Long Date**.

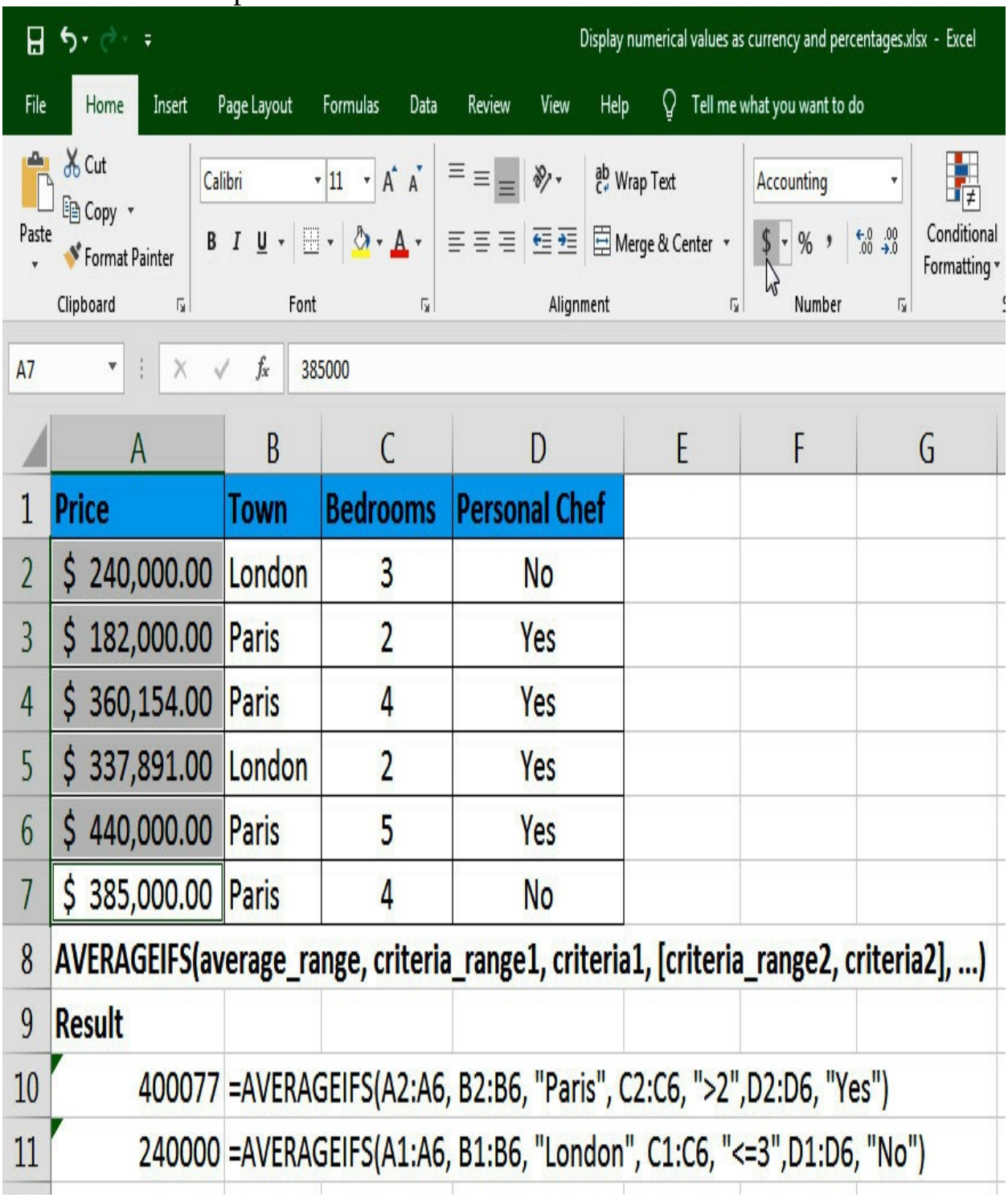
DISPLAY NUMERICAL VALUES AS CURRENCY AND PERCENTAGES

There are two types of numeric formats you can use: Accounting and Percent, the benefit of percentage formatting means that you do not need to enter decimal number into the data.

1. Select the cells that you want to format.
2. Click the **Home** tab.

3. Click the **Accounting Number Format** button to apply the currency style

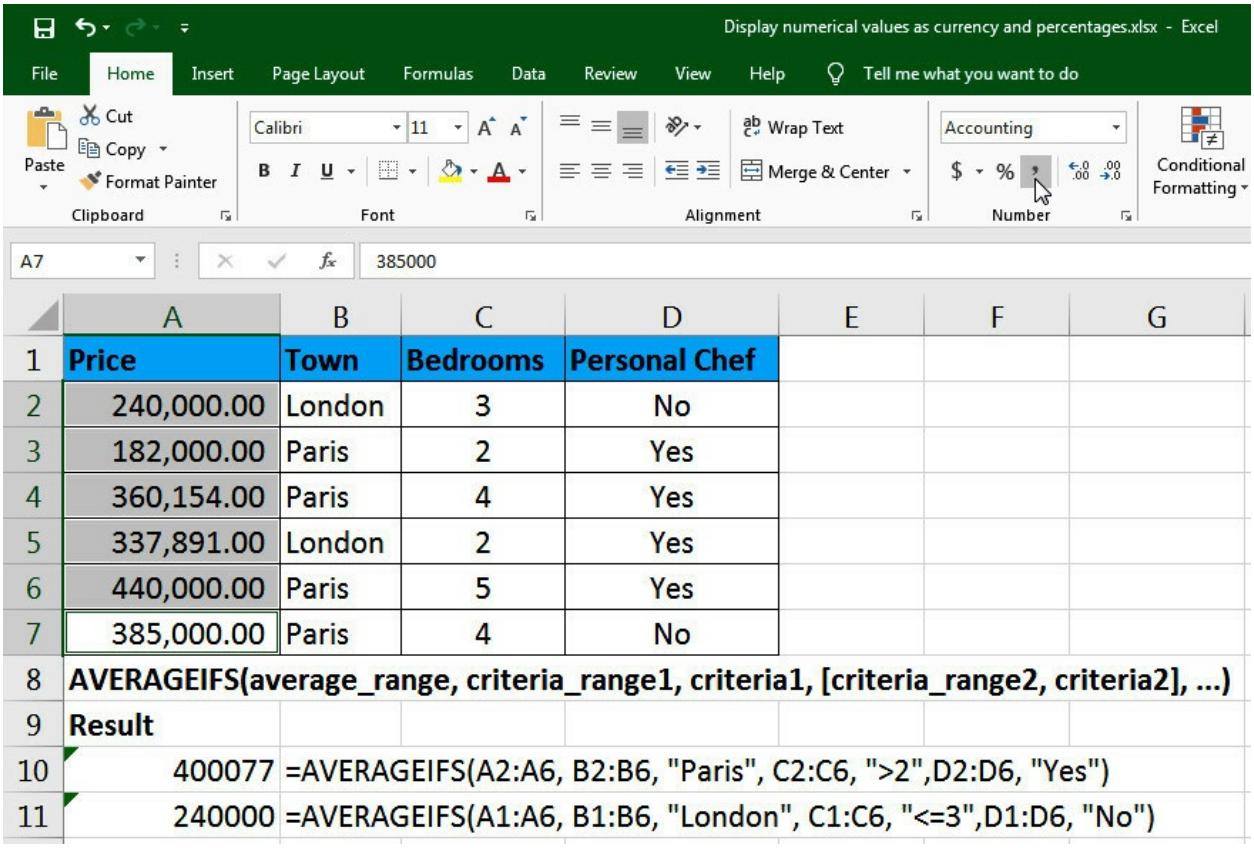
with two decimal places.



4. Click the **Percent Style** button to add a percent sign with no decimal places.

5. Click the **Comma Style** button to add a comma format with two decimal

places.



	A	B	C	D	E	F	G
1	**Price**	**Town**	**Bedrooms**	**Personal Chef**			
2	240,000.00	London	3	No			
3	182,000.00	Paris	2	Yes			
4	360,154.00	Paris	4	Yes			
5	337,891.00	London	2	Yes			
6	440,000.00	Paris	5	Yes			
7	385,000.00	Paris	4	No			
8	**AVERAGEIFS(average_range, criteria_range1, criteria1, [criteria_range2, criteria2], ...)**						
9	**Result**						
10	400077	=AVERAGEIFS(A2:A6, B2:B6, "Paris", C2:C6, ">2",D2:D6, "Yes")					
11	240000	=AVERAGEIFS(A1:A6, B1:B6, "London", C1:C6, "<=3",D1:D6, "No")					

ADD BACKGROUND COLOR FOR CELLS

Sometimes creating a workbook theme, you can change the background color of cells to make those cells stand out.

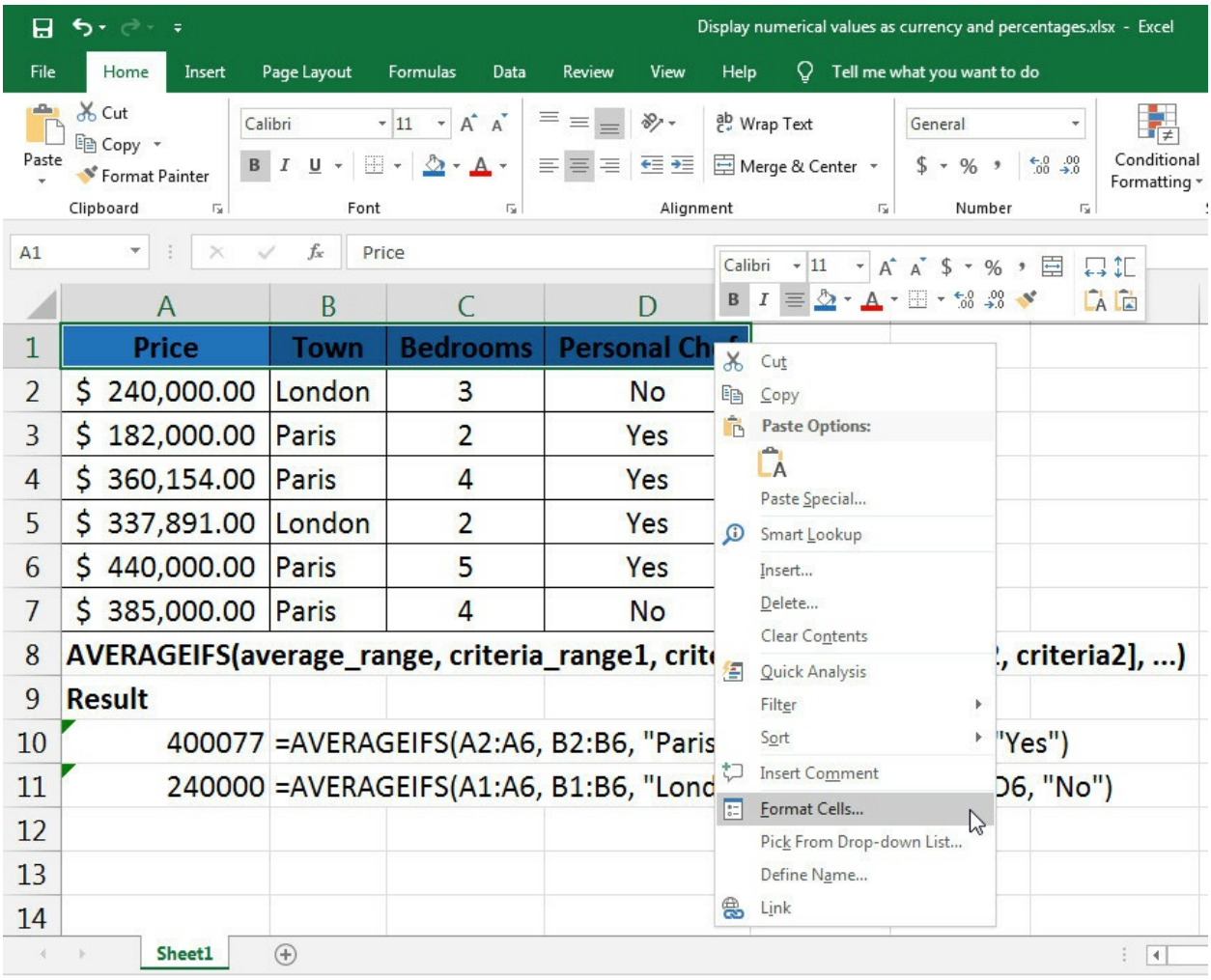
1. Select the cells that you want to change.
2. Click the **Home** tab.
3. In the **Font** group, click the **Fill Color** down arrow.
4. Select the background color that you want.
The background color of the cells has been changed.

Price	Town	Bedrooms	Personal Chef
$ 240,000.00	London	3	No
$ 182,000.00	Paris	2	Yes
$ 360,154.00	Paris	4	Yes
$ 337,891.00	London	2	Yes
$ 440,000.00	Paris	5	Yes
$ 385,000.00	Paris	4	No

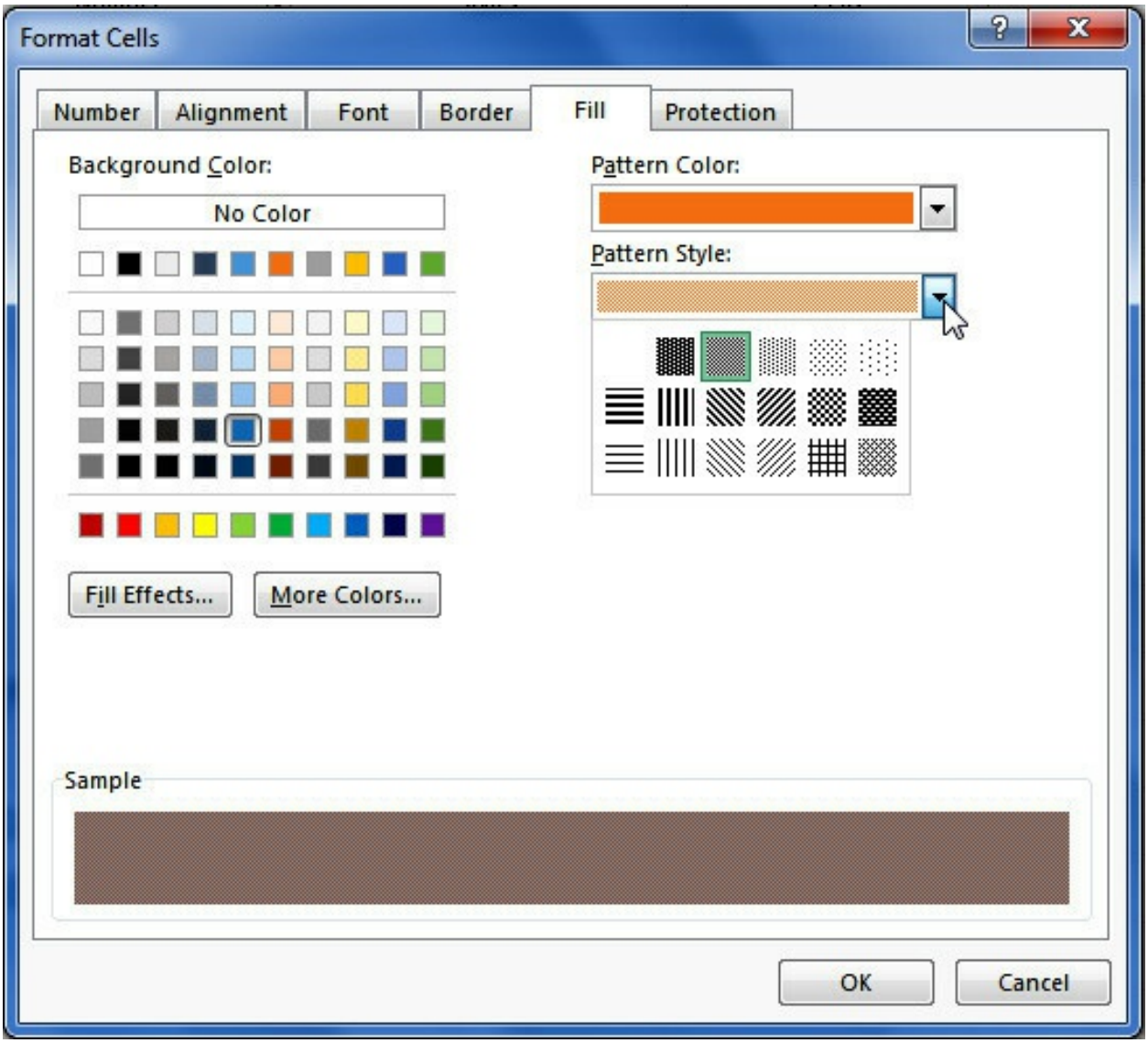
Change background shading

1. Select the cells that you want to change.

2. Right-click and selection **Format Cells** on the shortcut menu.



The **Format Cells** dialog box will be displayed.



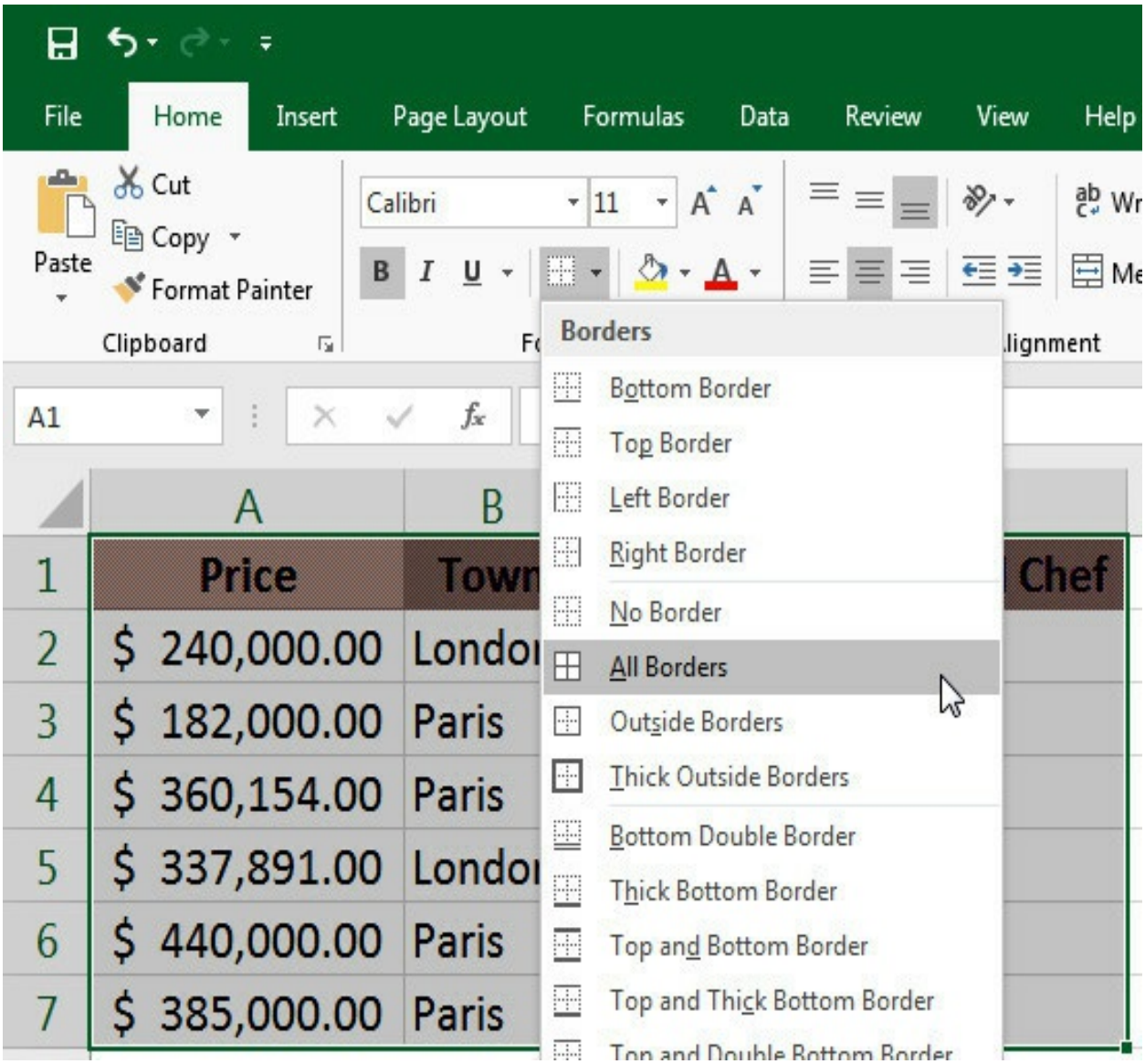
3. Click the **Fill** tab.
4. Click the **Pattern Color** down arrow and then select the color.
5. Click the **Pattern Style** down arrow and then select the pattern.
6. Click **OK** button.
The background color of the cells has been changed.

	A	B	C	D
1	Price	Town	Bedrooms	Personal Chef
2	$ 240,000.00	London	3	No
3	$ 182,000.00	Paris	2	Yes
4	$ 360,154.00	Paris	4	Yes
5	$ 337,891.00	London	2	Yes
6	$ 440,000.00	Paris	5	Yes
7	$ 385,000.00	Paris	4	No

Add cell borders

You can make a group of cells stand out from other groups is to add borders on the edge of the cells. You can also change the color of any border that you add to worksheet.

1. Select the cells which you want to add a border.
2. Click the **Home** tab.
3. Click the **All Border** button down arrow.
4. Click the type of border that you want to apply.

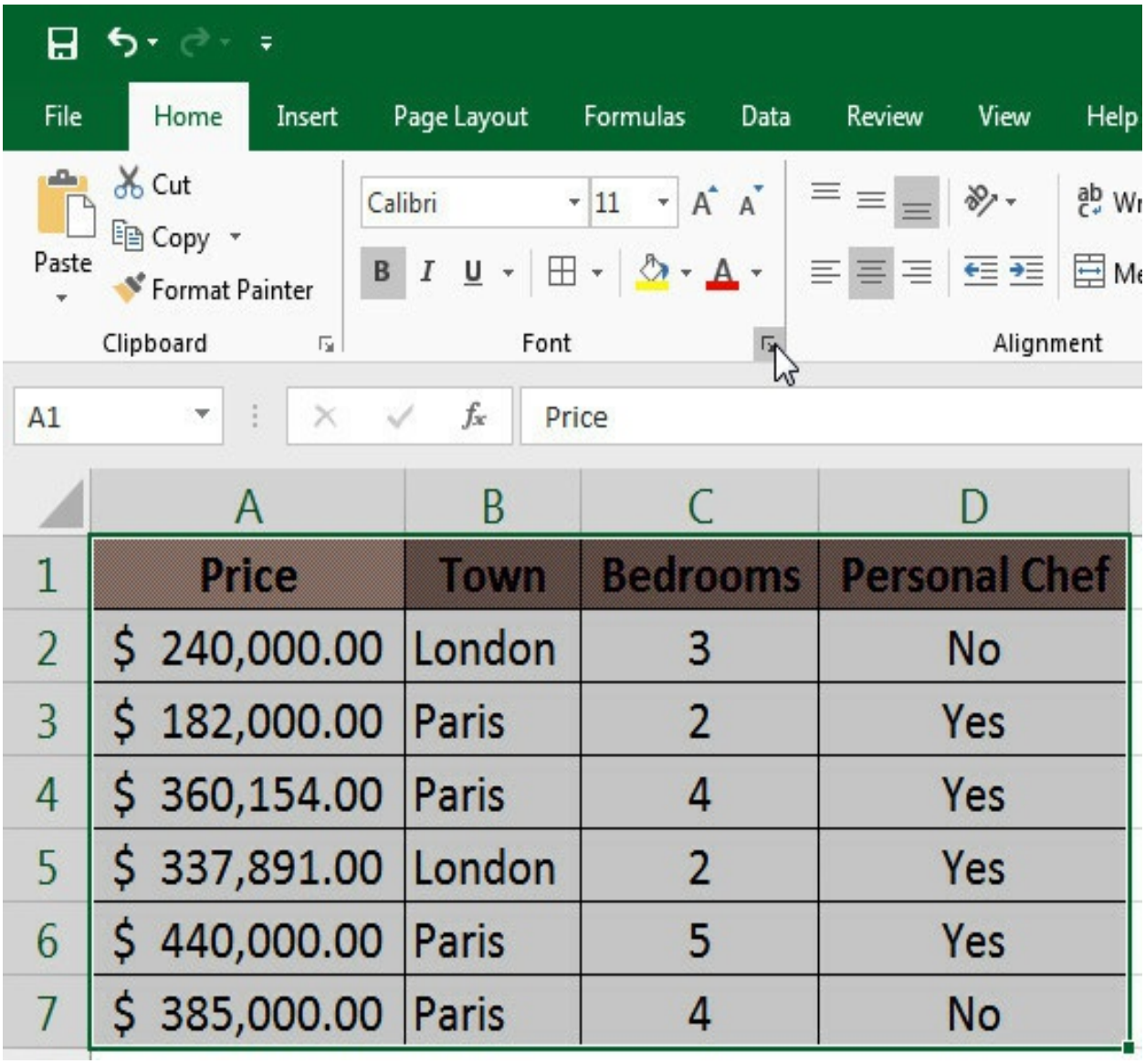


The cells border has been applied.

	A	B	C	D
1	**Price**	**Town**	**Bedrooms**	**Personal Chef**
2	$ 240,000.00	London	3	No
3	$ 182,000.00	Paris	2	Yes
4	$ 360,154.00	Paris	4	Yes
5	$ 337,891.00	London	2	Yes
6	$ 440,000.00	Paris	5	Yes
7	$ 385,000.00	Paris	4	No

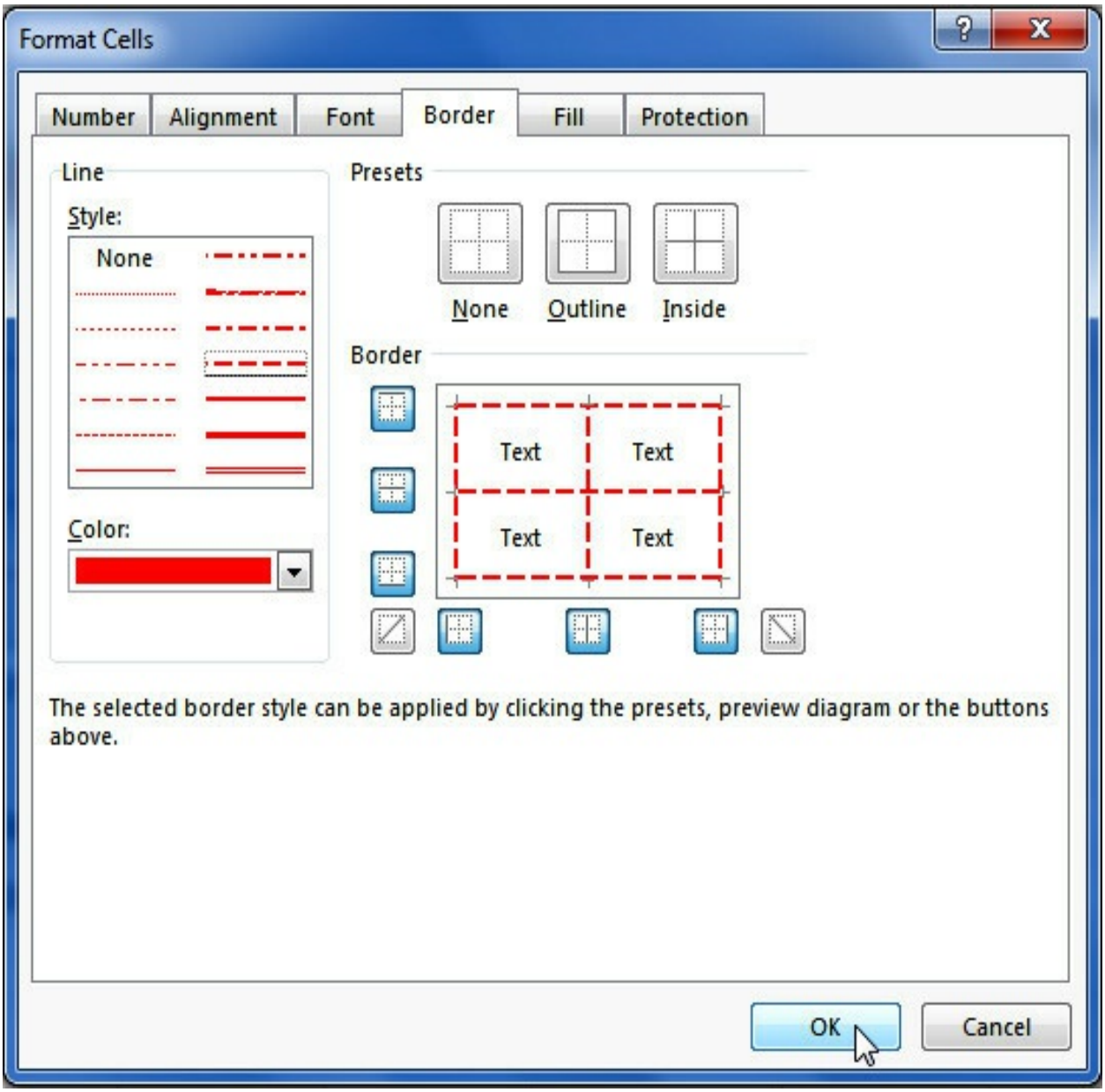
Format cell borders

1. Click the cell that you want to format.
2. Click the **Home** tab.
3. Click the **Font** group dialog box launcher.



	A	B	C	D
1	Price	Town	Bedrooms	Personal Chef
2	$ 240,000.00	London	3	No
3	$ 182,000.00	Paris	2	Yes
4	$ 360,154.00	Paris	4	Yes
5	$ 337,891.00	London	2	Yes
6	$ 440,000.00	Paris	5	Yes
7	$ 385,000.00	Paris	4	No

The **Format Cells** dialog box will be displayed.

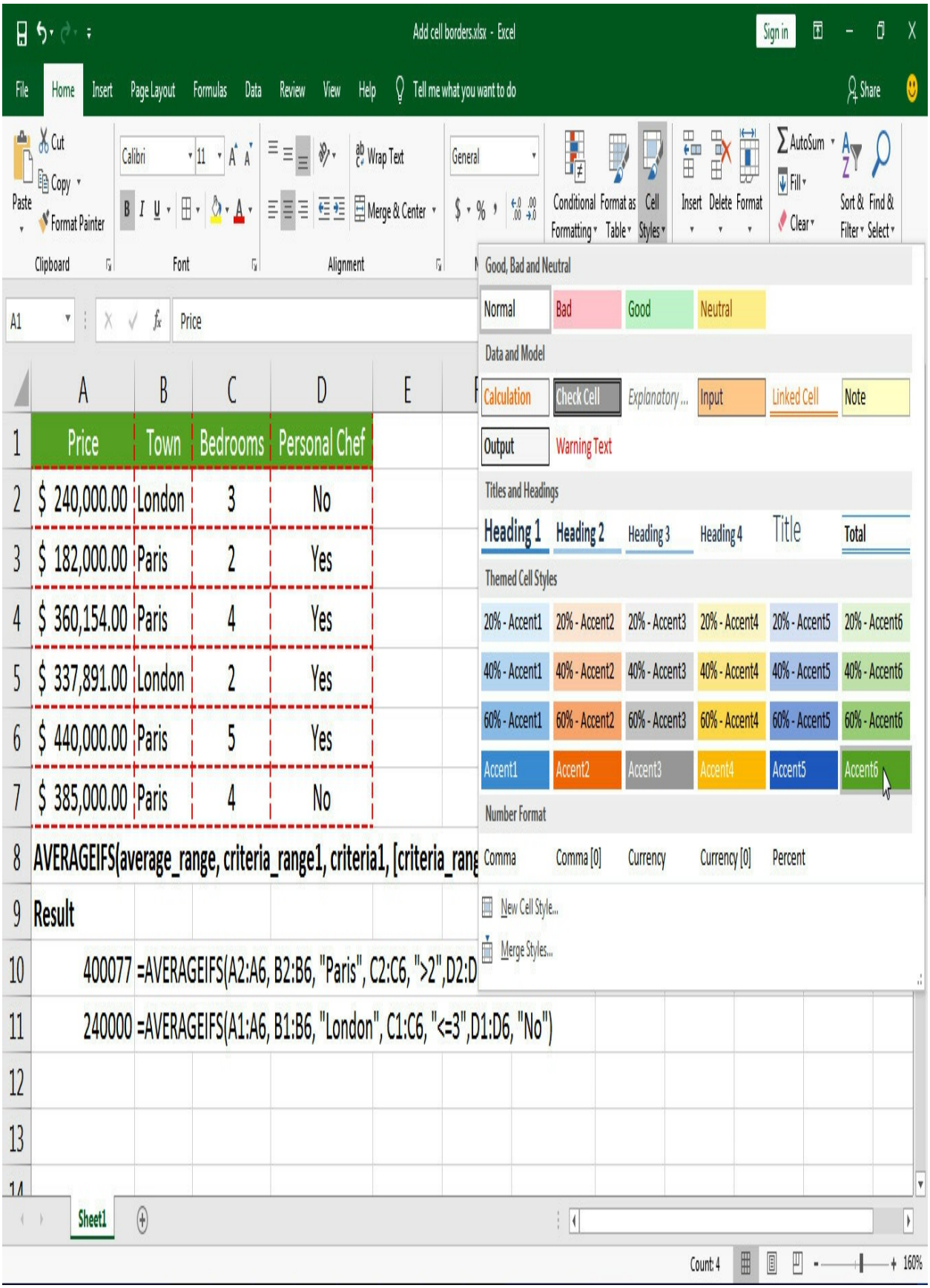


4. Click the **Border** tab.
5. Select the line style.
6. Click the **Color** down arrow.
7. Click the color that you want to use for the borders.
8. Select the borders that you want to use.
9. Click **OK** button.
The cells border has been applied.

	A	B	C	D
1	Price	Town	Bedrooms	Personal Chef
2	$ 240,000.00	London	3	No
3	$ 182,000.00	Paris	2	Yes
4	$ 360,154.00	Paris	4	Yes
5	$ 337,891.00	London	2	Yes
6	$ 440,000.00	Paris	5	Yes
7	$ 385,000.00	Paris	4	No

Apply a cell style

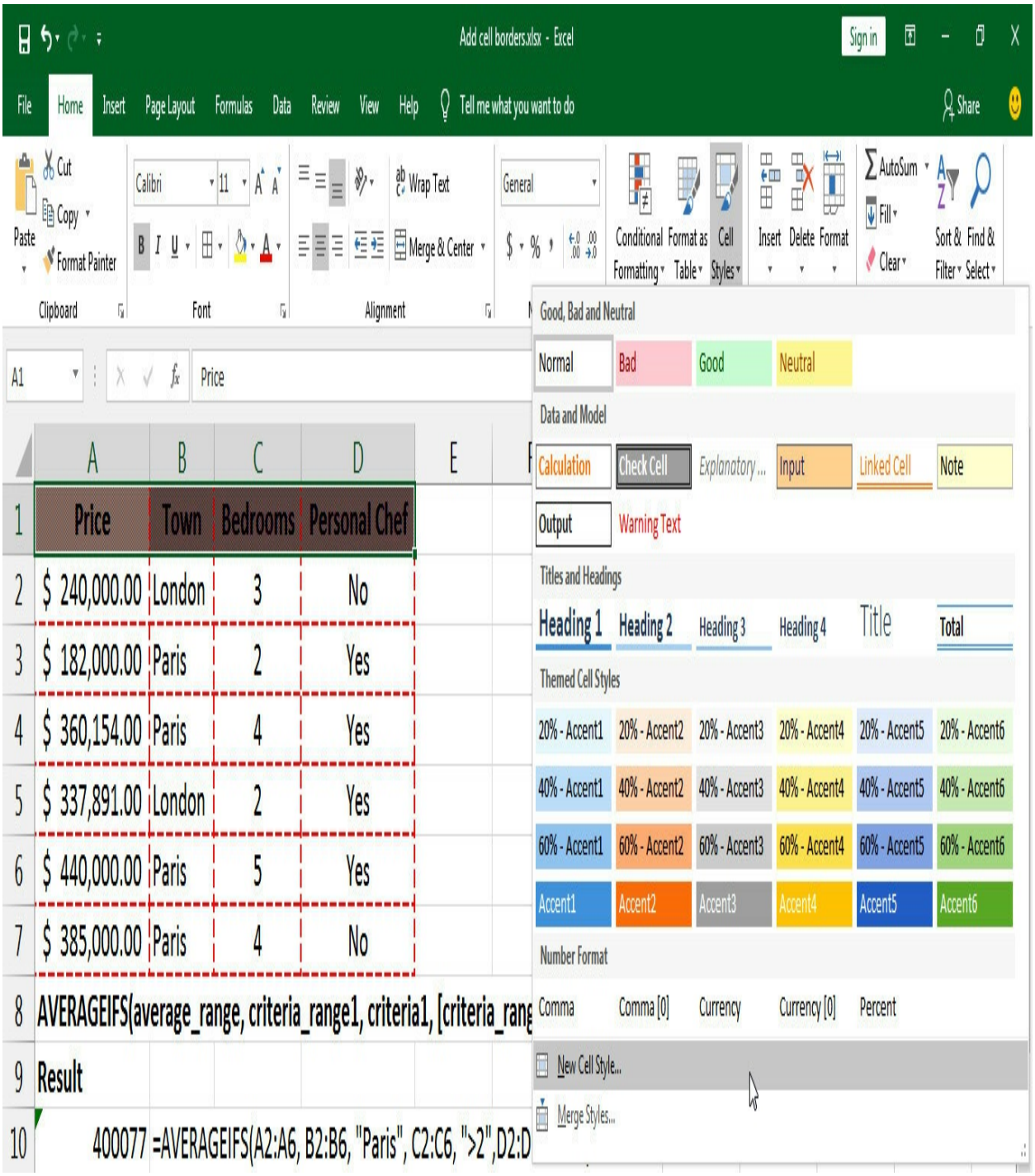
1. Select the cells that you want to change a cell style.
2. Click the **Home** tab.
3. In the **Styles** group, click **Cell Styles**.
4. Click choice a style.


Add cell borders.xlsx - Excel
Sign in
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Tell me what you want to do
Share
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
A1
Price
Good, Bad and Neutral
Normal
Bad
Good
Neutral
Data and Model
Calculation
Check Cell
Explanatory ...
Input
Linked Cell
Note
Output
Warning Text
Titles and Headings
Heading 1
Heading 2
Heading 3
Heading 4
Title
Total
Themed Cell Styles
20% - Accent1
20% - Accent2
20% - Accent3
20% - Accent4
20% - Accent5
20% - Accent6
40% - Accent1
40% - Accent2
40% - Accent3
40% - Accent4
40% - Accent5
40% - Accent6
60% - Accent1
60% - Accent2
60% - Accent3
60% - Accent4
60% - Accent5
60% - Accent6
Accent1
Accent2
Accent3
Accent4
Accent5
Accent6
Number Format
Comma
Comma [0]
Currency
Currency [0]
Percent
New Cell Style...
Merge Styles...
Price
Town
Bedrooms
Personal Chef
$ 240,000.00
London
3
No
$ 182,000.00
Paris
2
Yes
$ 360,154.00
Paris
4
Yes
$ 337,891.00
London
2
Yes
$ 440,000.00
Paris
5
Yes
$ 385,000.00
Paris
4
No
AVERAGEIFS(average_range, criteria_range1, criteria1, [criteria_rang
Result
400077 =AVERAGEIFS(A2:A6, B2:B6, "Paris", C2:C6, ">2",D2:D
240000 =AVERAGEIFS(A1:A6, B1:B6, "London", C1:C6, "<=3",D1:D6, "No")
Sheet1
Count: 4
160%

Tip:
When you hover the mouse pointer over a style, the selected cells change their appearance.

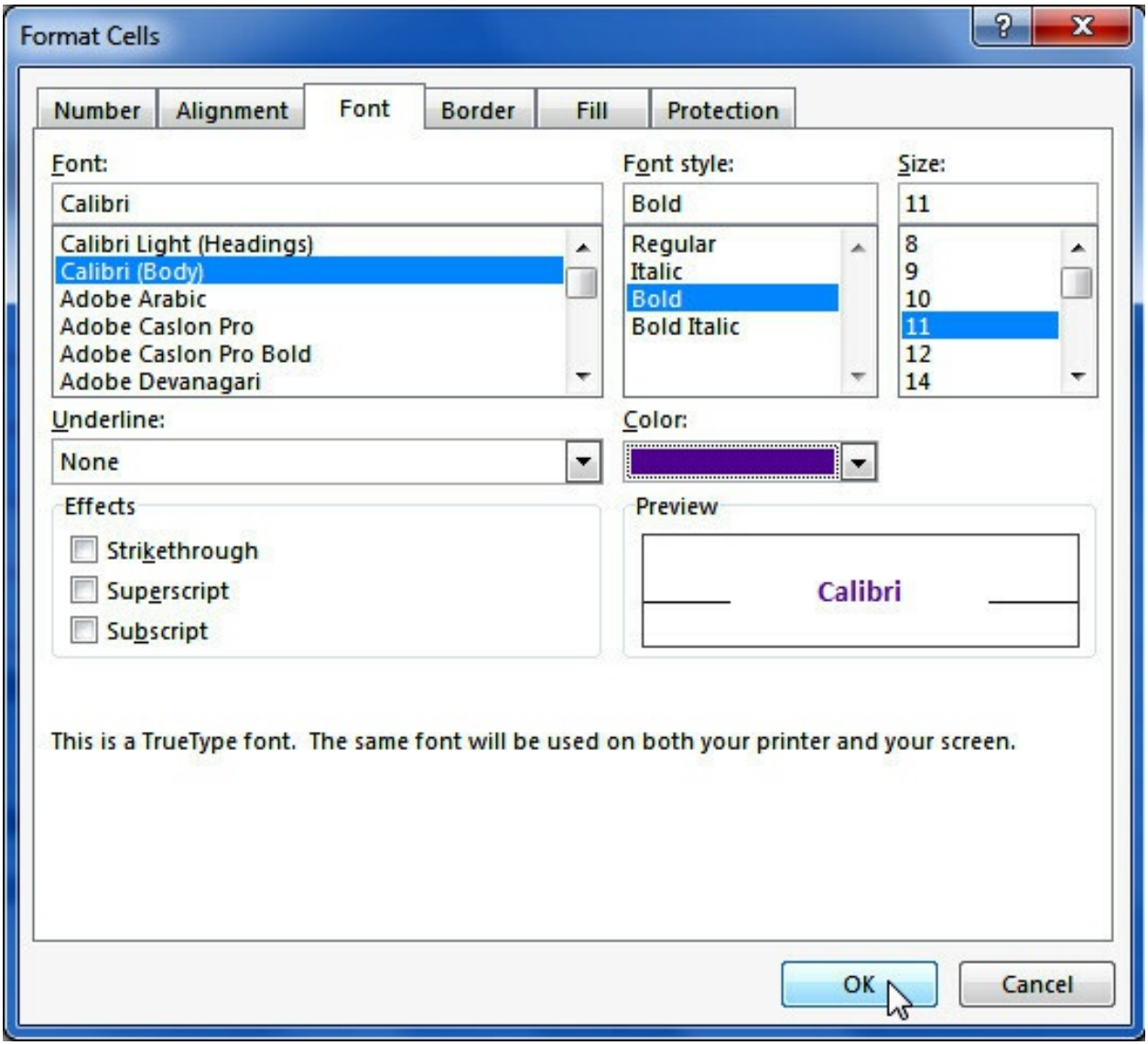
Create a style

1. Click the **Home** tab.
2. In the **Styles** group, click **Cell Styles**.
3. Click **New Cell Style**.



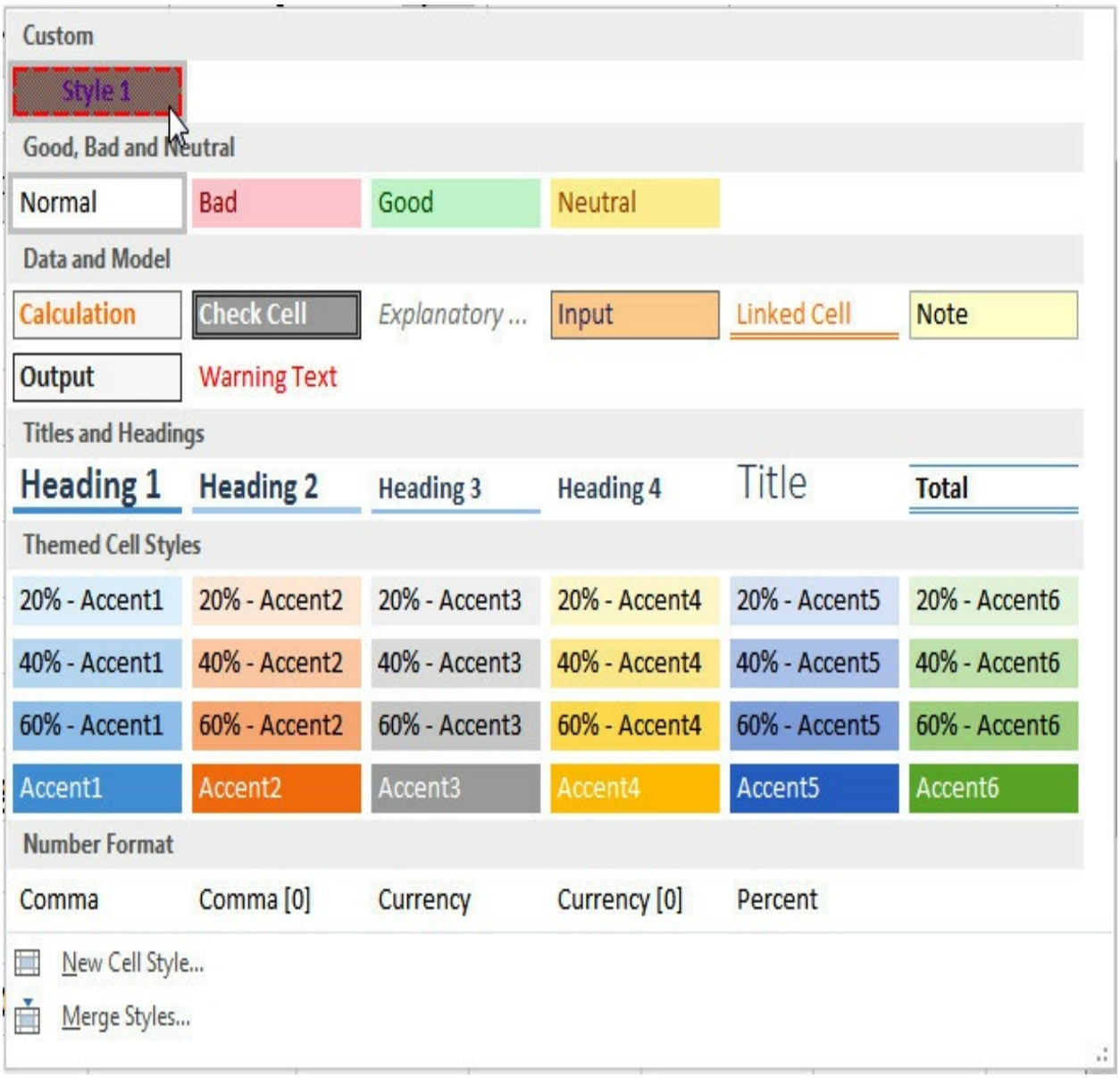
The **Style** dialog box will be displayed.

4. Type a new style name.
5. Click **Format** button.
The **Format Cells** dialog box will be displayed.



6. Specify the formatting that you want a style.
7. In the **Format Cells** dialog box, click **OK** button.
8. In the Style dialog box, click **OK** button.

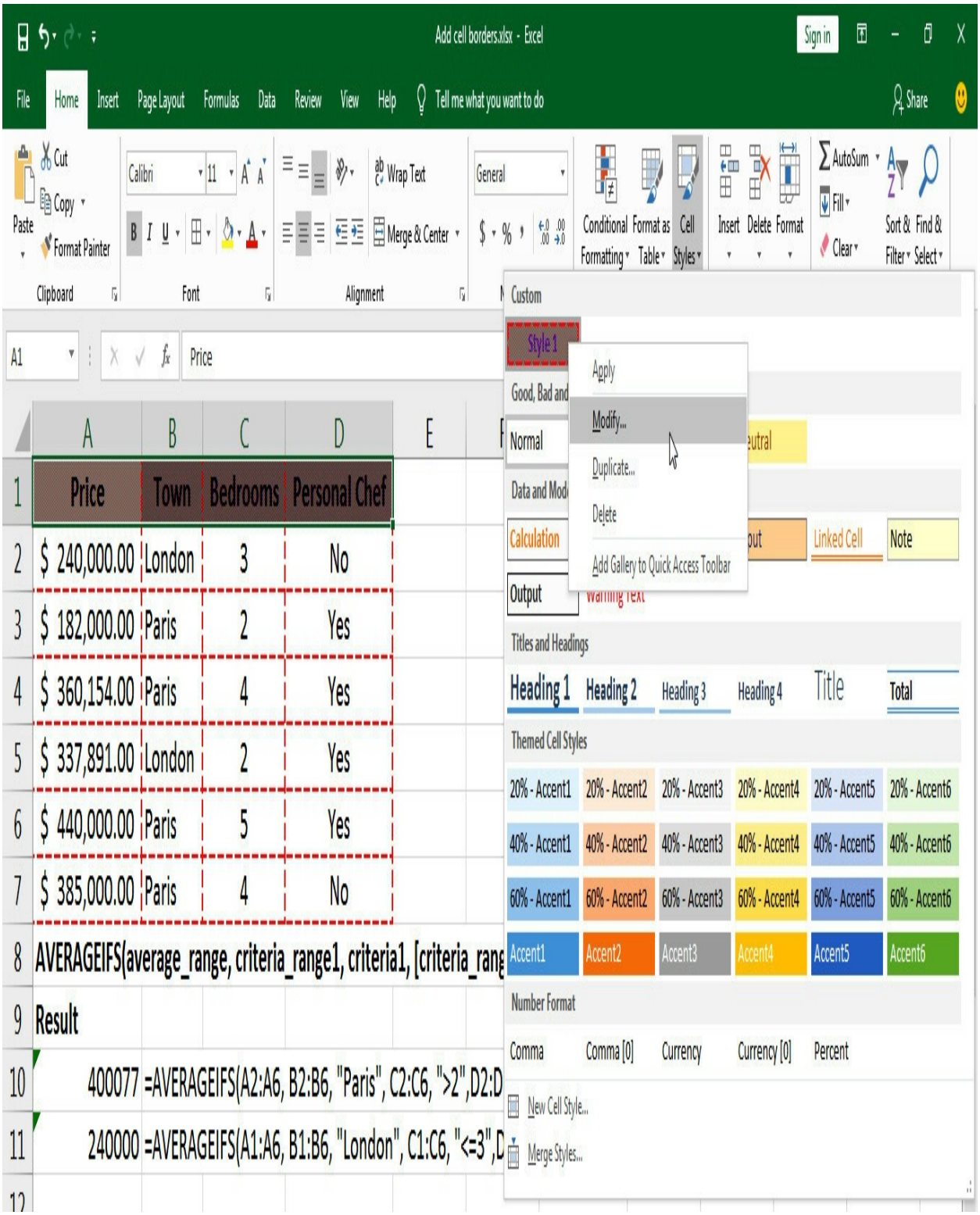
Tip:



Any custom styles that you create will appear at the top of the **Cell Styles** gallery.

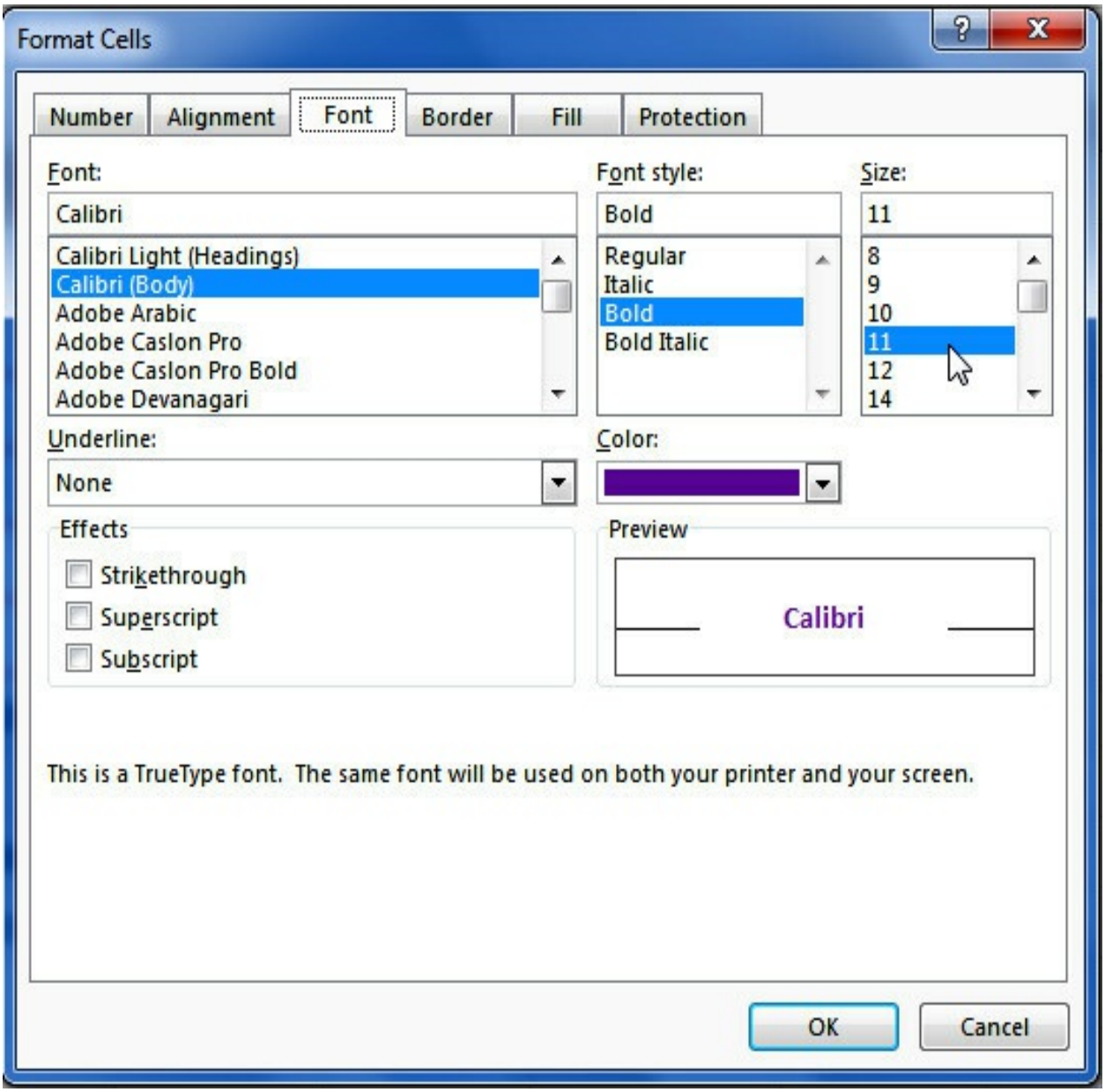
Modify a style

1. Click the **Home** tab.
2. In the **Styles** group, click **Cell Styles** button.
3. Right-click the style that you want to modify.
4. Click choice **Modify**.



In the **Style** and **Format Cells** dialog box.

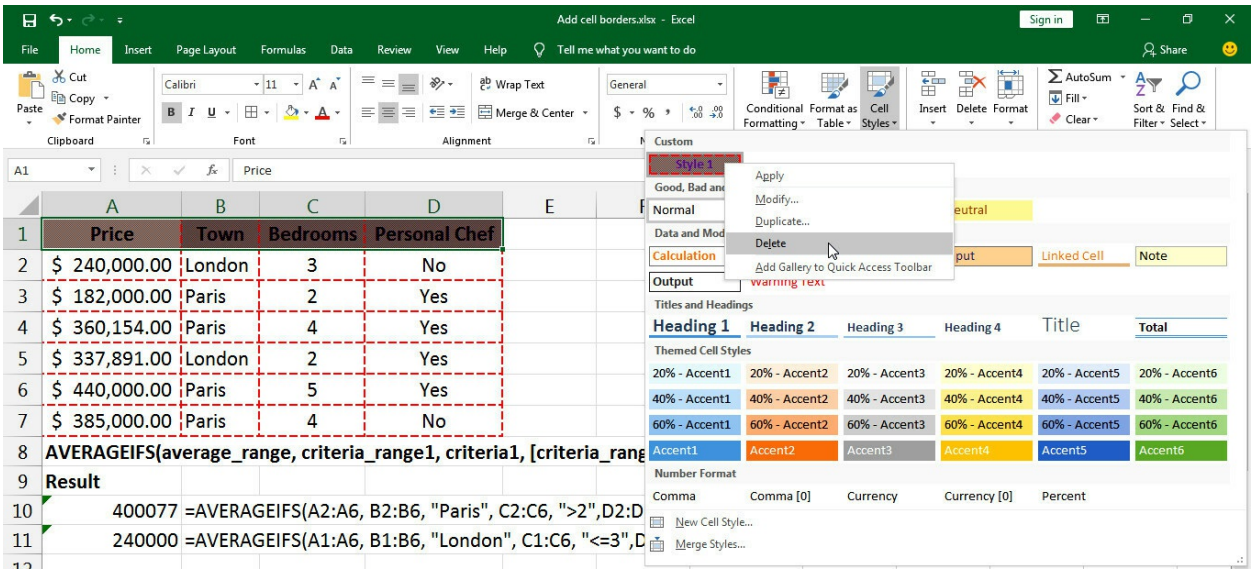
Style
Style name:
Style 1
Format...
Style includes
Number: General
Alignment: Horizontal Center, Bottom Aligned
Font: Calibri (Body) 11, Bold Purple
Border: Left, Right, Top, Bottom Borders
Fill: Shaded
Protection: Locked
OK
Cancel



5. Click **Format** button.
6. Specify the formatting that you want.
7. Click **OK** button twice.

Delete a style

1. Click the **Home** tab.
2. In the **Styles** group, click **Cell Styles**.
3. Right-click the style that you want to delete.
4. Click choice **Delete**.



ALIGNING AND ORIENTING CELL CONTENTS

If you want to create a cell with text entered in a vertical line or width, you can make by typing text in a cell and then changing the content orientation.

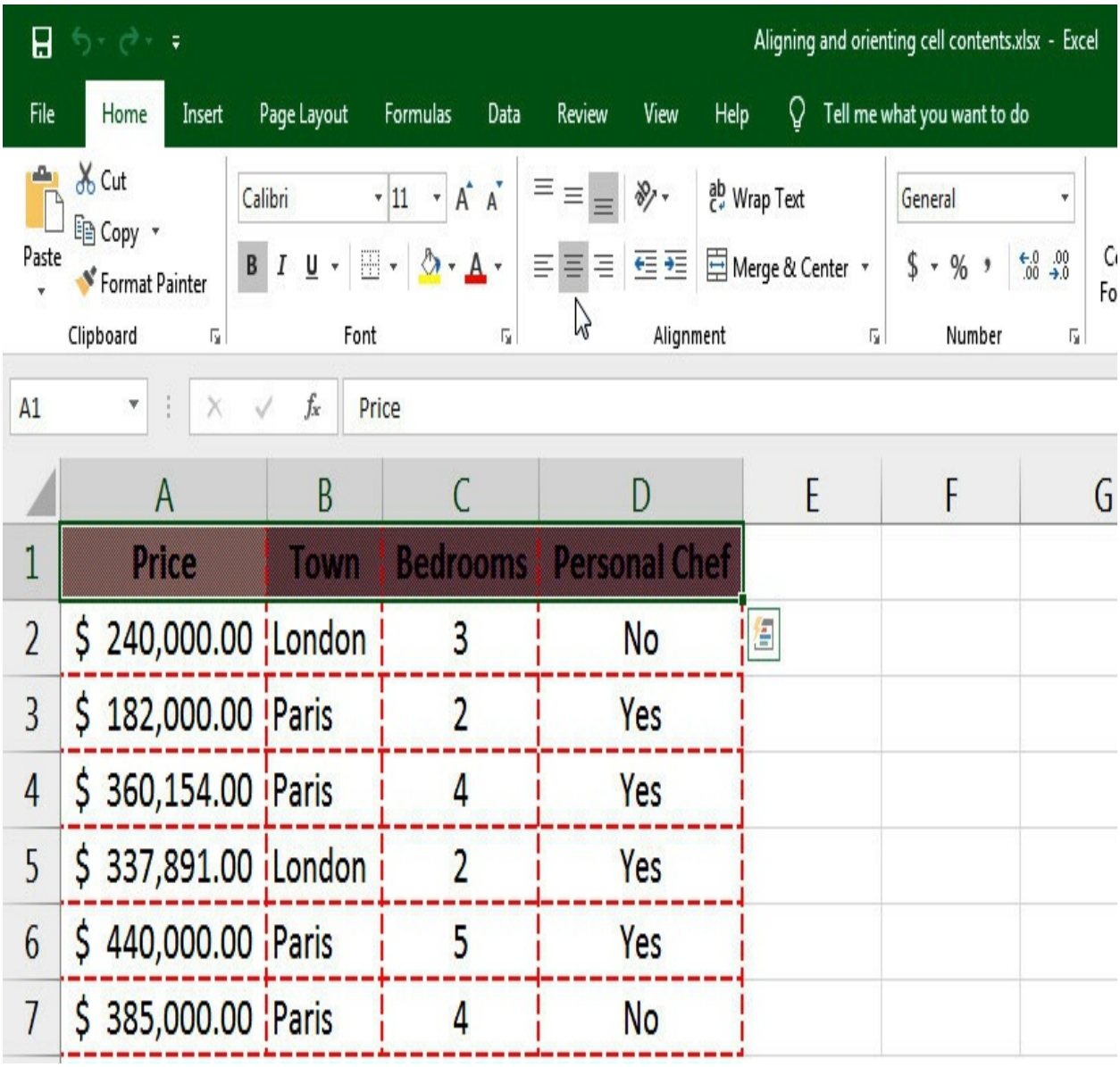
Change text alignment

1. Select the cells that you want to align.
2. Click the **Home** tab, and usingthe controls in the **Alignment** group.

3. Click the **Align Left** button to align the text with the left edge of the cell.
4. Click the **Center** button to center the text horizontally within the cell.

5. Click the **Align Right** button to align the text with the right edge of the cell.
6. Click the **TopAlign** button to align the text with the top of the cell.

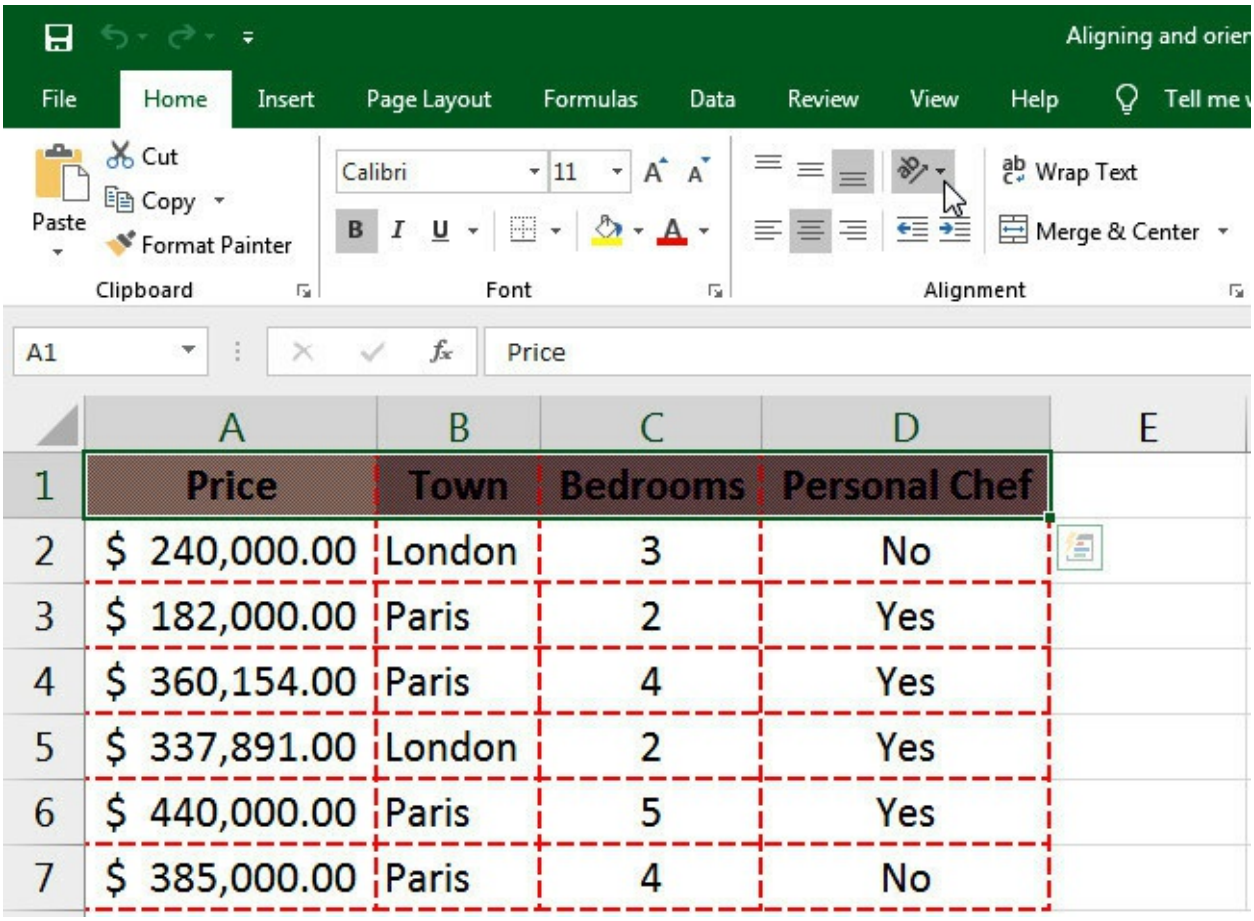
7. Click the **Middle Align** button to center the text vertically within the cell.
8. Click the **Bottom Align** button to align the text with the bottom edge of the cell.



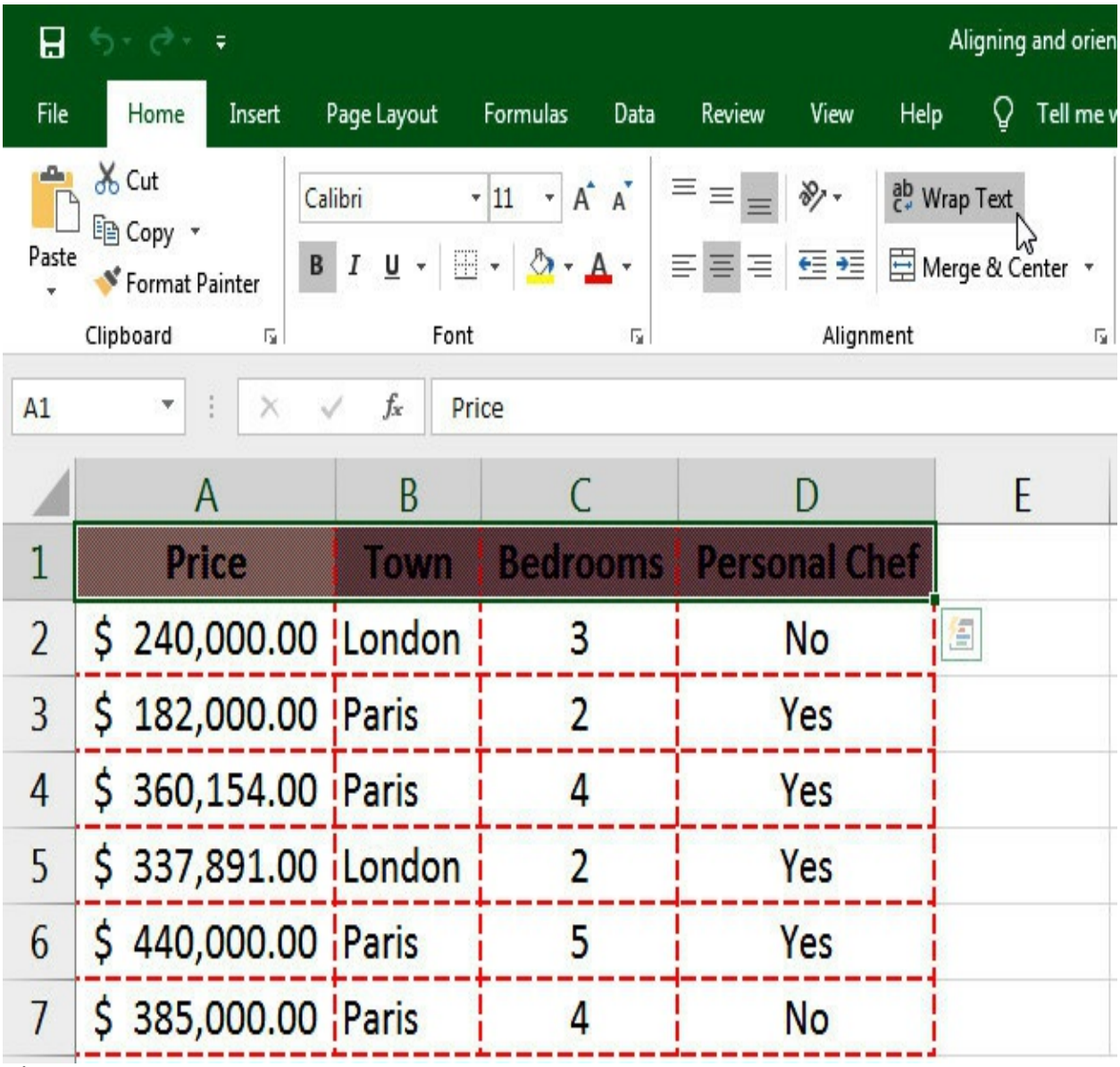
Setting text orientation and wrapping

1. Select the cells that you want to orient.
2. Click the **Home** tab.

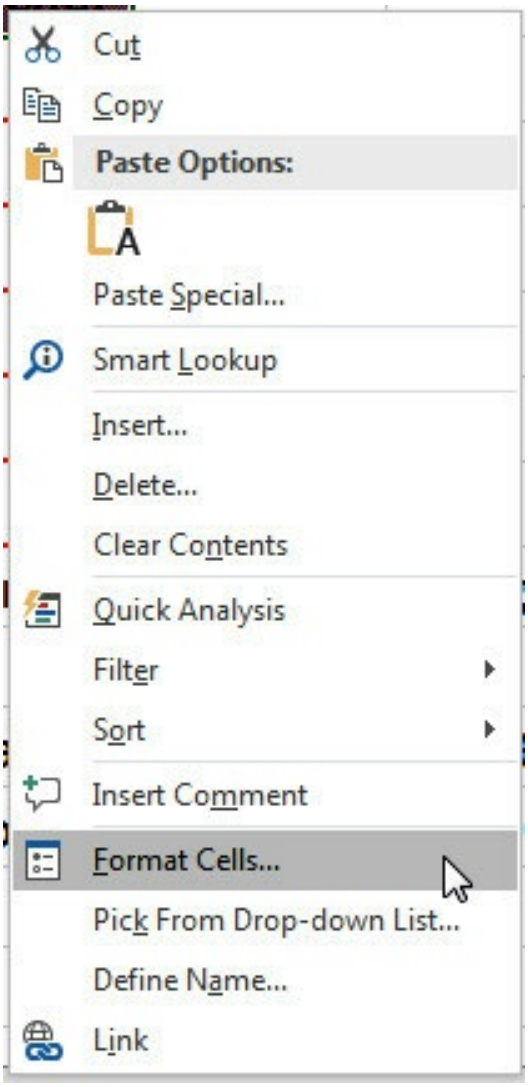
3. Click the **Orientation** button and then select the orientation for cell text.

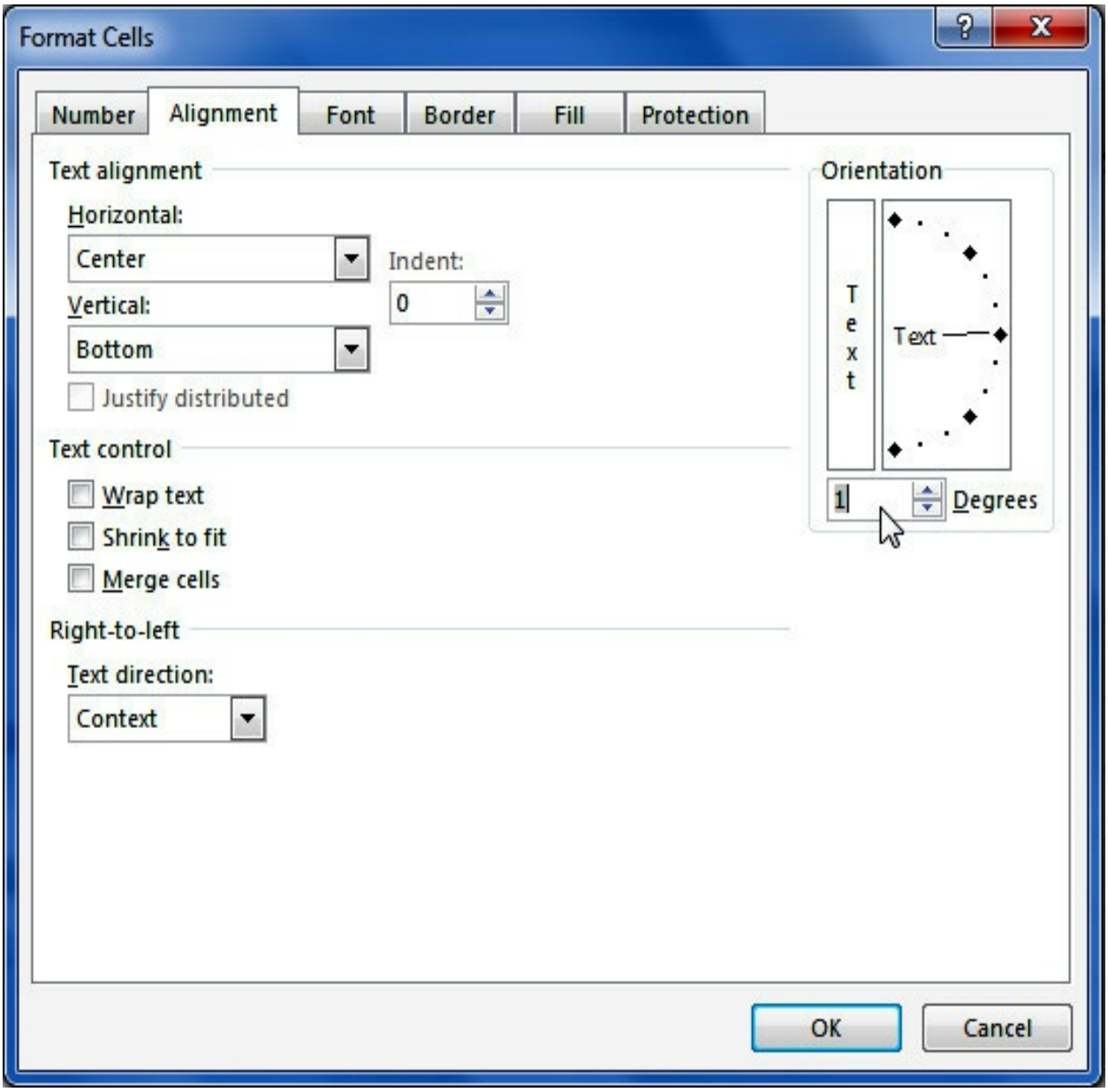


4. Click the **Wrap Text** button to wrap the text to fit inside the column width.


Aligning and orien
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Tell me v
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
A1
Price
A
B
C
D
E
1
Price
Town
Bedrooms
Personal Chef
2
$ 240,000.00
London
3
No
3
$ 182,000.00
Paris
2
Yes
4
$ 360,154.00
Paris
4
Yes
5
$ 337,891.00
London
2
Yes
6
$ 440,000.00
Paris
5
Yes
7
$ 385,000.00
Paris
4
No

Tip:


Cut
Copy
Paste Options:
Paste Special...
Smart Lookup
Insert...
Delete...
Clear Contents
Quick Analysis
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Link



You can also rotate the text within a cell by right-click the cells and then choose **Format Cells** from the shortcut menu. In the **Format Cells** dialog box, click the **Alignment** tab, type the number of degrees that you want to rotate the baseline of your text, and then click **OK** button.

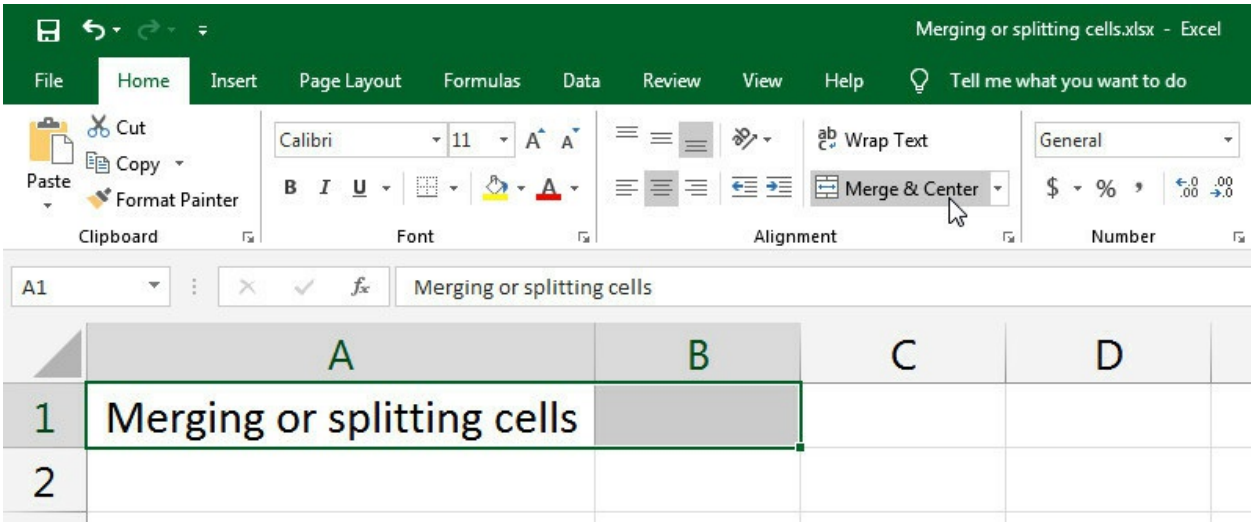
MERGING OR SPLITTING CELLS

You can to merge or splitting two or more cells. Merging or splitting cells will allow you to treat a group of cells as a single cell as far as content and

formatting.

Merge cells into one cell

1. Select choice the cells that you want to merge.
2. Click the **Home** tab.
3. In the **Alignment** group, click the **Merge & Center** button.



Split the merged cells

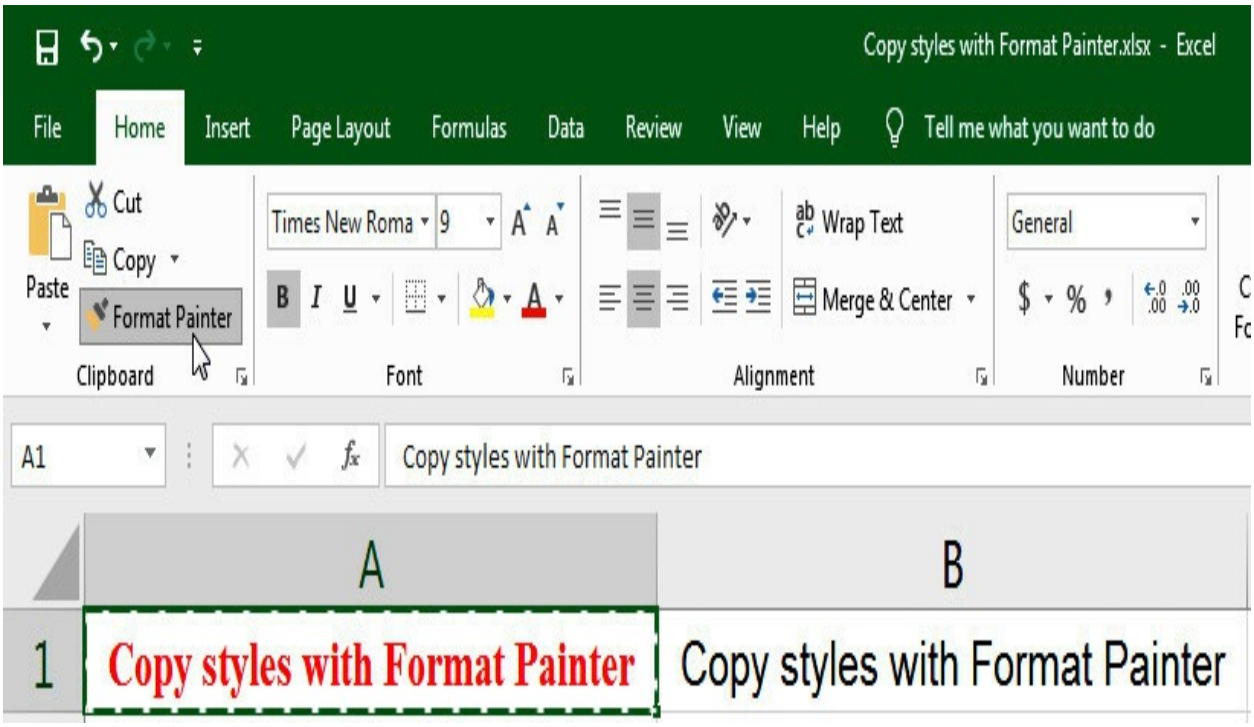
1. Click the merged cells.
2. Click the **Home** tab.
3. Clickthedownarrowatthe rightedgeofthe**Merge&Center**button.
4. Click choice **Unmerge Cells**.

COPYING FORMATS WITH FORMAT PAINTER

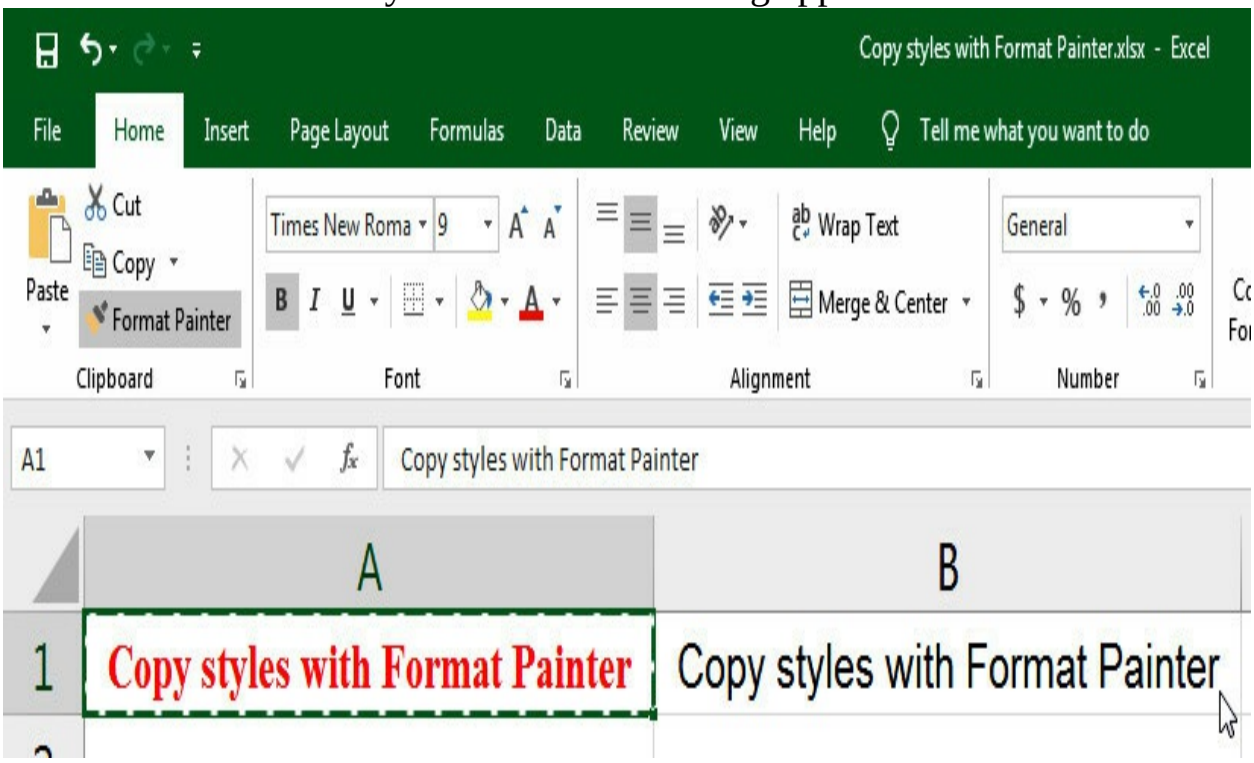
After create a format for the cells, you can copy the format to another group of cells using **Format Painter** button.

Copy styles with Format Painter

1. Select the cells with the formatting that you want to copy.
2. Click the **Home** tab.
3. In the **Clipboard** group, click the **Format Painter** button.



4. Select the cell where you want the formatting applied.



5. The cells have been copied with the formatted style.

Tip:

You can apply cell style multiple times by double-clicking the **Format Painter** button. Clicking additional cells applies the copied format until you press the **Esc** key.

CHAPTER 5
FORMATTINGTHE WORKSHEET

APPLYING THEMES FOR WORKBOOK

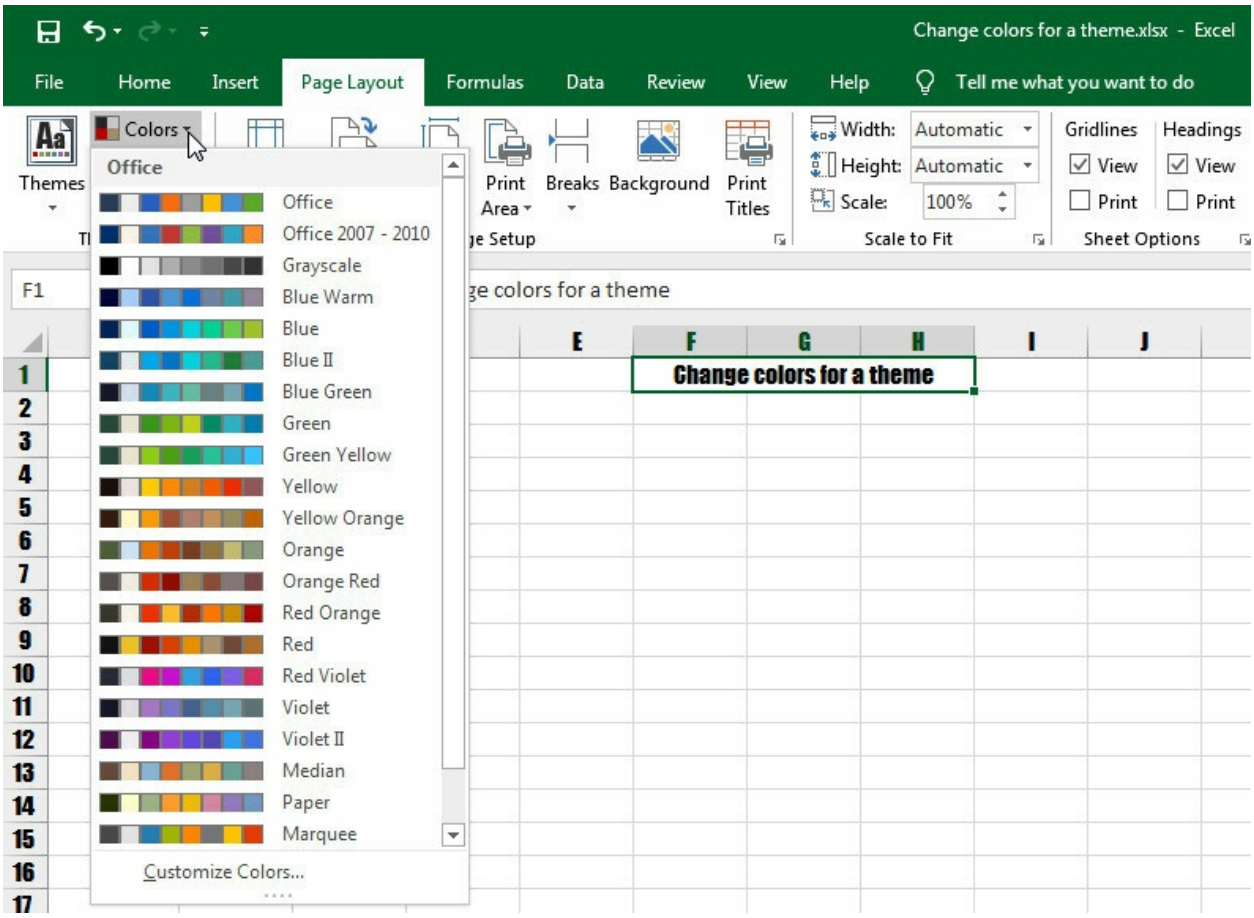
Excel 2019 attached with themes that you can apply to worksheets. You can also change the colors for theme and customize worksheets appearance.

Apply a theme for workbook

1. Click choice a theme, click the **Page Layout** tab.
2. In the **Themes** group, click **Themes**.
3. Click choice a theme that you want to apply.

Change colors for a theme

1. Click choice a theme, click the **Page Layout** tab.
2. In the **Themes** group, click **Colors**.
3. Click choice a color that you want to apply.

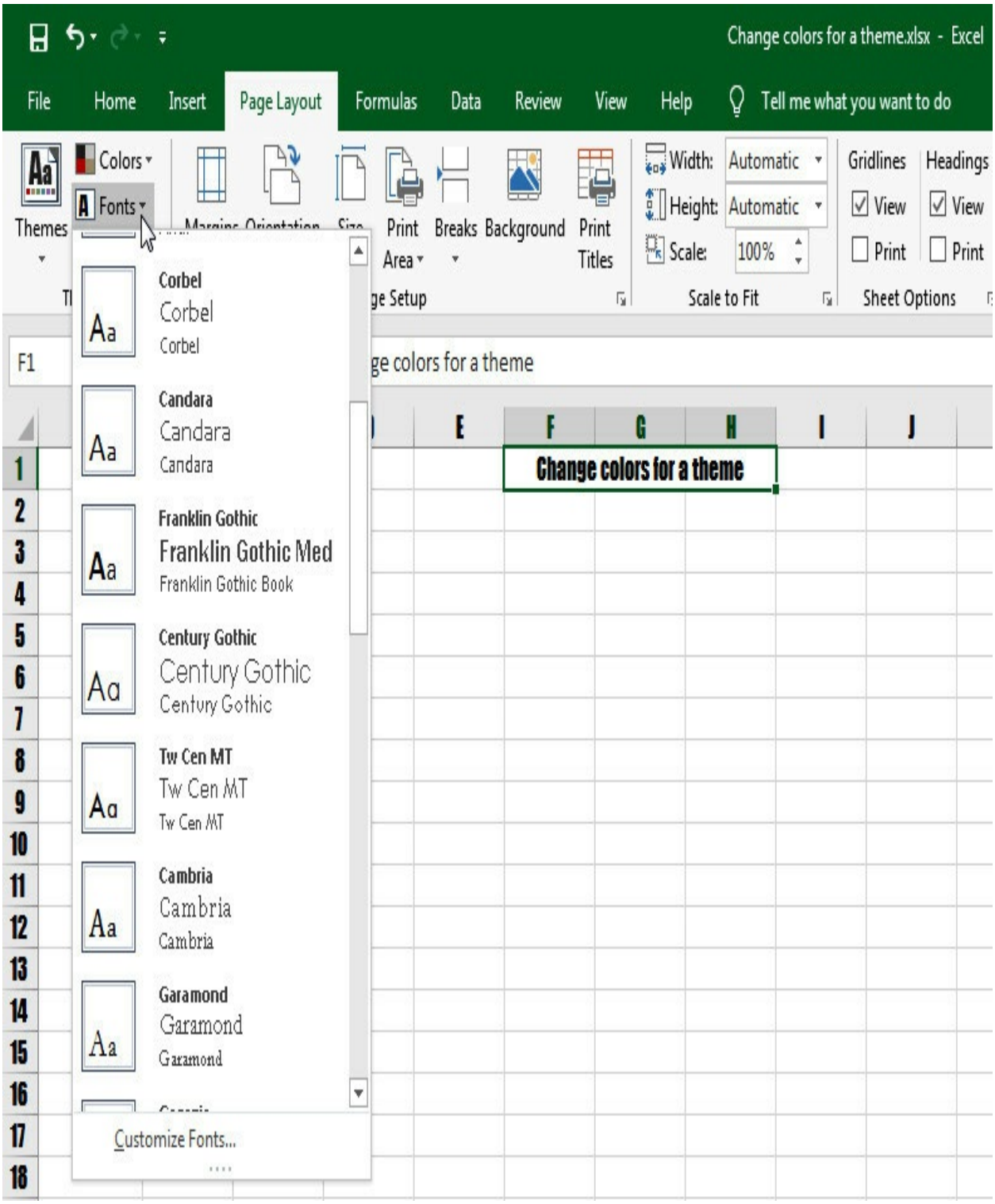


CHANGING THEME FONTS AND EFFECTS

In a worksheet, you can always change the font and effects for theme.

Change fonts for theme

1. Click choice a theme, click the **Page Layout** tab.
2. In the **Themes** group, click **Fonts** button.
3. Click choice a font style that you want to apply.



Change effects for theme

1. Click the **Page Layout** tab.
2. In the **Themes** group, click **Effects** button.

3. Click choice effects style that you want to apply.

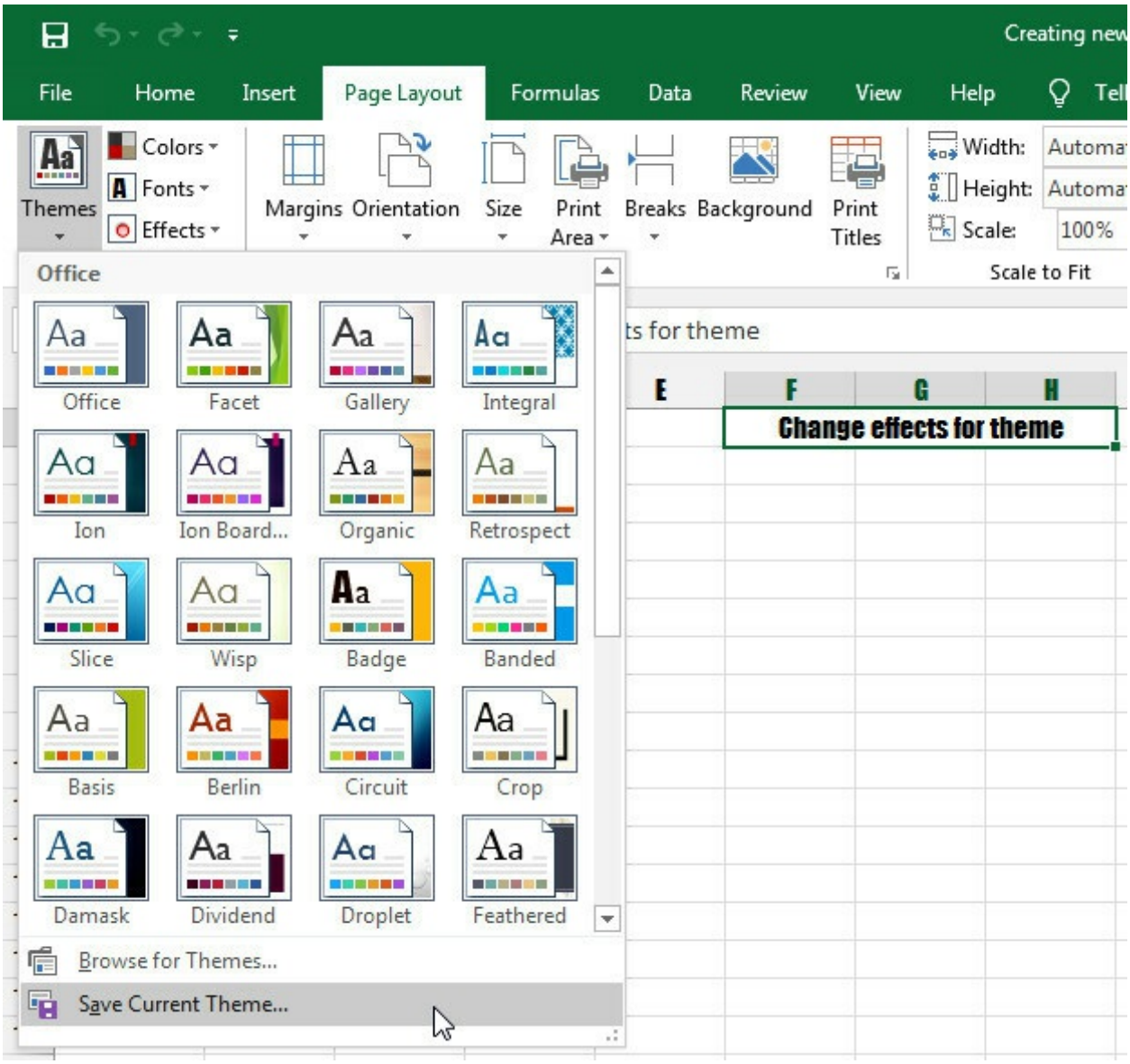
CREATING NEW THEMES FOR WORKBOOK

You can change any theme for workbook, as color, font, and effects and then save theme.

Create a new theme

1. Format worksheet with the colors, fonts, and effects that you want to include in theme.

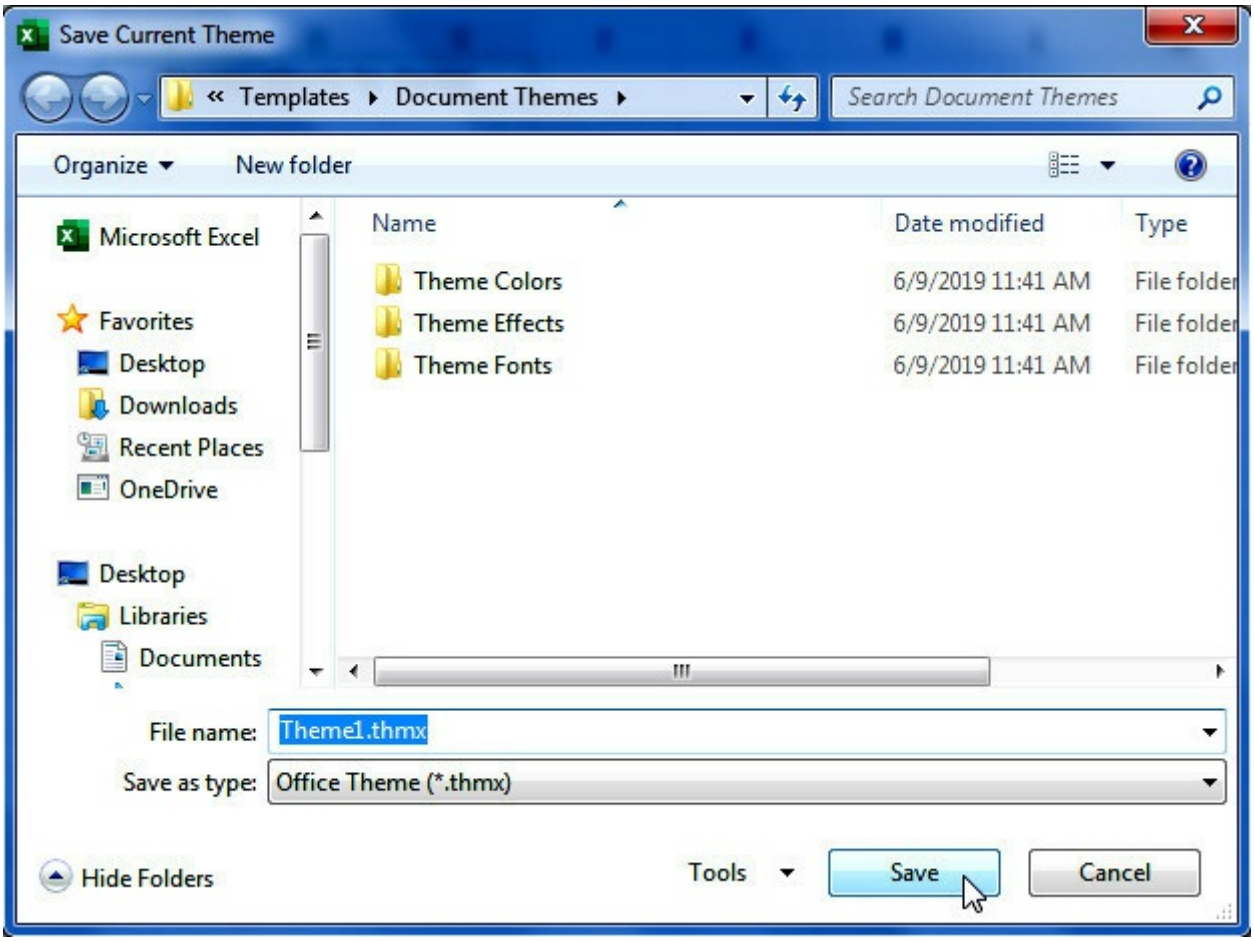
2. Click the **Page Layout** tab.
3. In the **Themes** group, click **Themes** button.
4. Click choice **Save Current Theme**.



The **Save Current Theme** dialog box will be displayed.

5. Type a name for theme.

6. Click **Save** button.

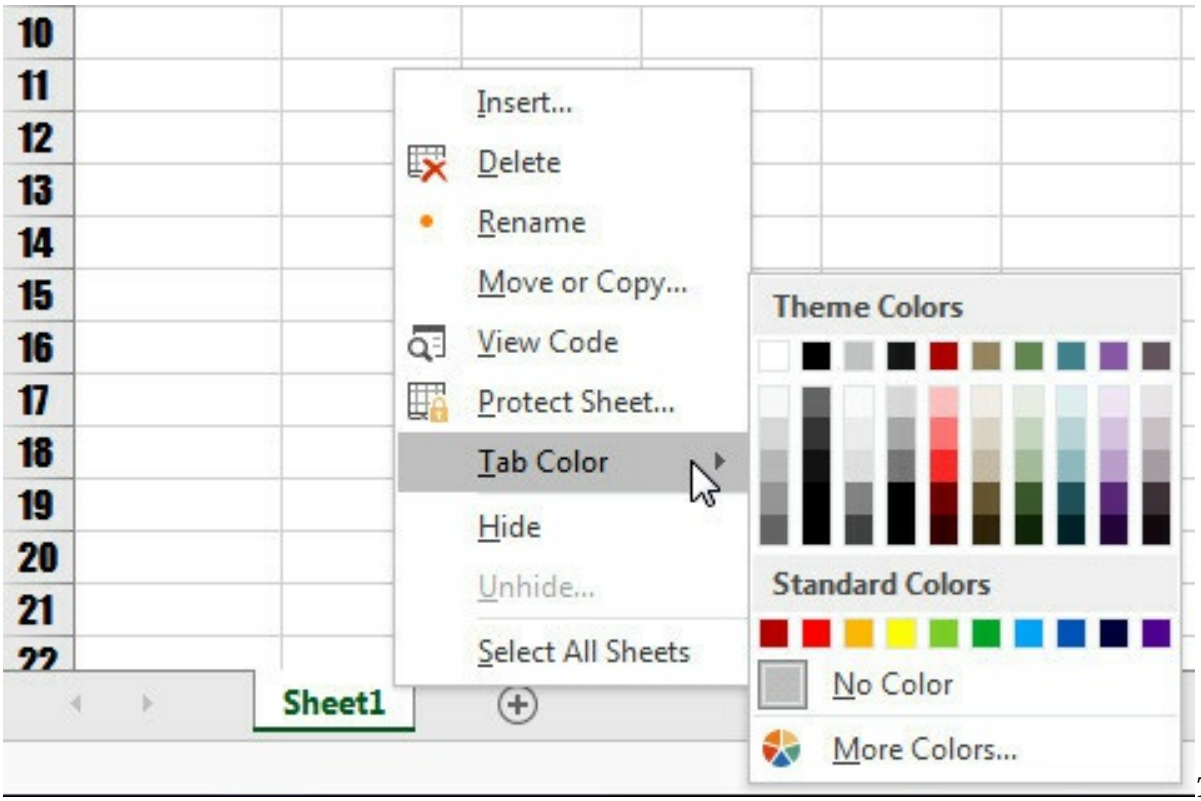


CREATE COLOR FOR SHEET TABS

You can create the color of the sheet tab to make it stand out, and can remove the color from that sheet tab and apply it to the sheet tab.

Create color a sheet tab

1. Click the sheet tab that you want create color.
2. Right-click and choice **Tab Color** on the shortcut menu.
3. Click choice the color that you want.



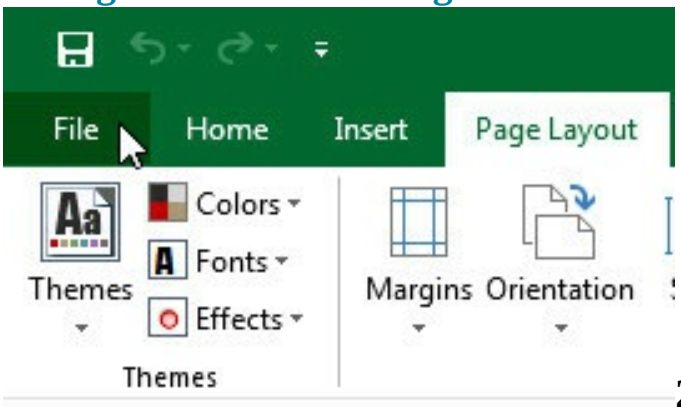
Tip:

If you choice a sheet tab color from the **Theme Colors** section of the color palette, when changing workbook theme will change color of the sheet tab.

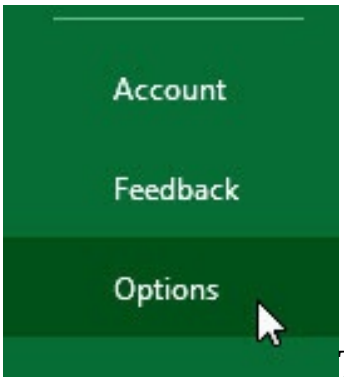
CHANGING GRIDLINES FOR WORKSHEET

Gridlines are the lines on worksheets and define the cells formed by the intersections of rows and columns. You can also change the color of the cell gridlines or even turn them off.

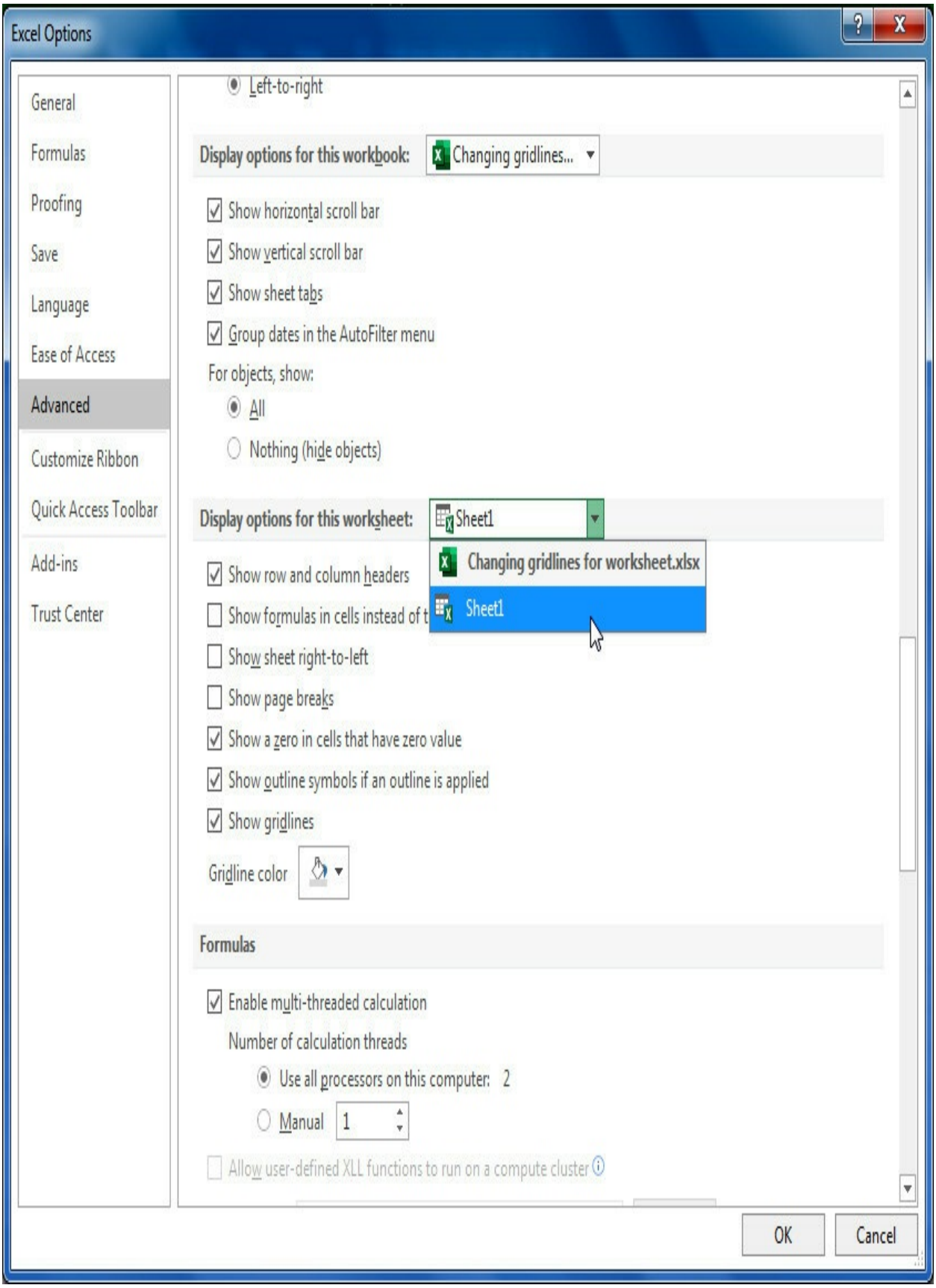
Change the color for cell gridlines **1.** Click the **File** tab.



2. Click **Options**.



The **Excel Options** dialog box will be displayed.


Excel Options
General
Formulas
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Left-to-right
Display options for this workbook:
Changing gridlines...
Show horizontal scroll bar
Show vertical scroll bar
Show sheet tabs
Group dates in the AutoFilter menu
For objects, show:
All
Nothing (hide objects)
Display options for this worksheet:
Sheet1
Changing gridlines for worksheet.xlsx
Sheet1
Show row and column headers
Show formulas in cells instead of t
Show sheet right-to-left
Show page breaks
Show a zero in cells that have zero value
Show outline symbols if an outline is applied
Show gridlines
Gridline color
Formulas
Enable multi-threaded calculation
Number of calculation threads
Use all processors on this computer: 2
Manual 1
Allow user-defined XLL functions to run on a compute cluster
OK
Cancel

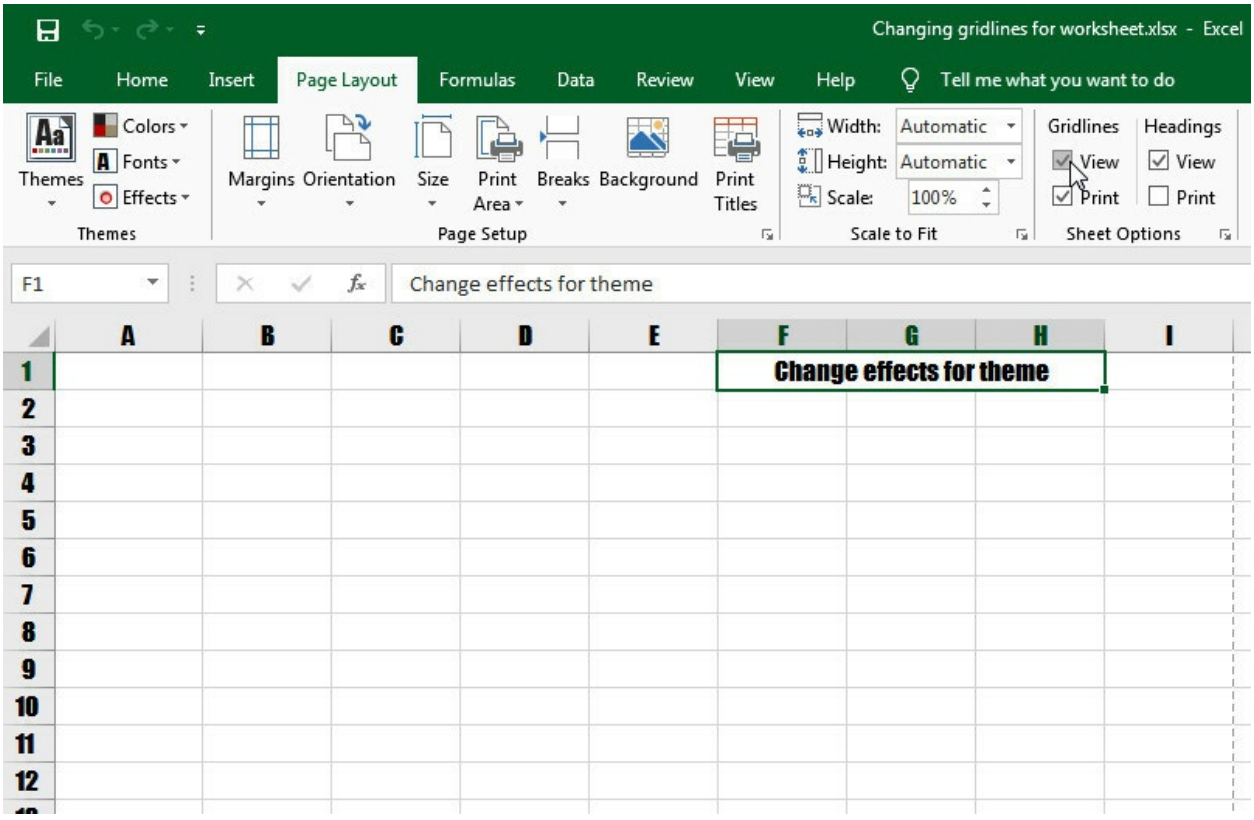
3. Click **Advanced**.
4. Click the **Display options for this worksheet** down arrow.
5. Choice the worksheet you want to apply the change.
6. Click the **Gridline color** button.
7. Choice a color that you want to use for the gridlines.
8. Click **OK** button.

Show or hide cell gridlines

1. Click the **Page Layout** tab.

2. Using the controls in the **Sheet Options** group, select the **View** check box to show the gridlines as you work in Excel, or clear the **View** check box to hide the gridlines as you work.

3. Select the **Print** check box to show the gridlines when you print the worksheet, or clear the **Print** check box to hide the gridlines when you print the worksheet.



CHANGINGROWHEIGHTANDCOLUMNWIDTH

You can increase the height of rows and column in worksheet to which makes data easier to read. If a column is too wide or a row is too high, you can also make it narrower or shorter as needed.

Resize a row

1. Hover the mouse pointer over the lower boundary of the row that you want to resize until the mouse pointer turns into a two headed arrow.

2. Drag the boundary until the row is the height you want.

	A	B	C
1	**Time**	**Result**	**HOUR (serial_number)**
2	11:10 AM	11	=HOUR(A2)
3	1/31/2016 11:10	11	=HOUR(A3)
4	1:25 PM	13	=HOUR(A4)
5	0.25	6	=HOUR(A4)
6	0.50	12	=HOUR(A4)
7	0.75	18	=HOUR(A4)
8		10	=HOUR("11.45")

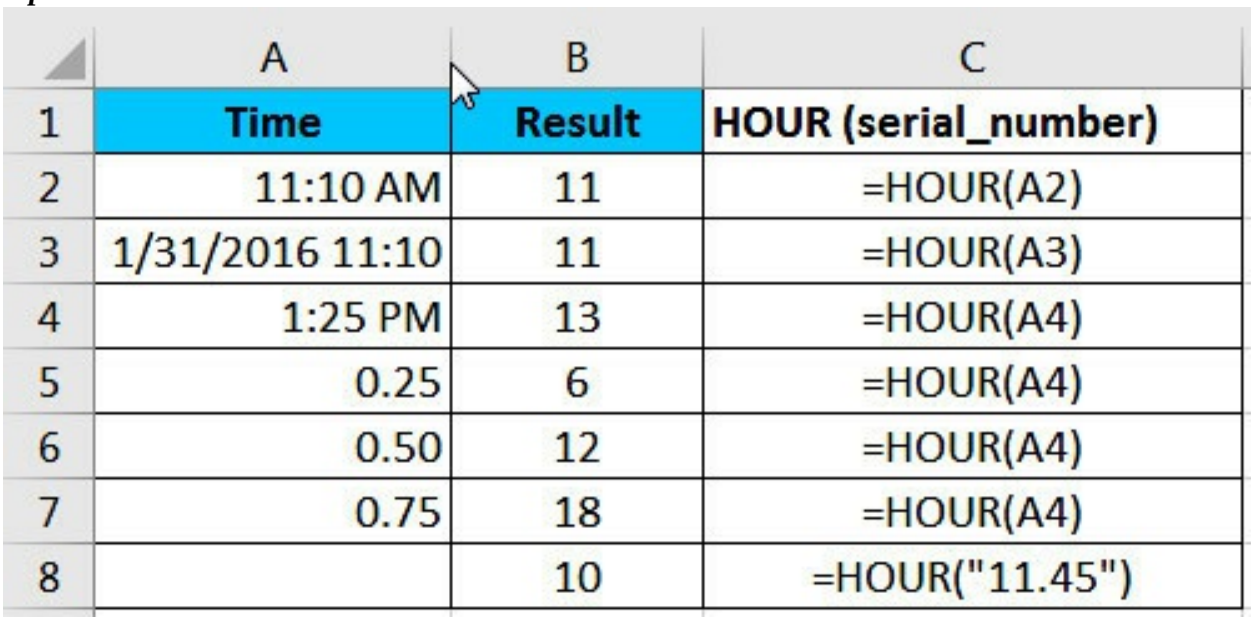
Resize a column

1. Hover the mouse pointer over the right boundary of the column that you want to resize until the mouse pointer turns into a two headed arrow.

2. Drag the boundary until the column is the width you want.

	A	B	C
1	Time	Result	HOUR (serial_number)
2	11:10 AM	11	=HOUR(A2)
3	1/31/2016 11:10	11	=HOUR(A3)
4	1:25 PM	13	=HOUR(A4)
5	0.25	6	=HOUR(A4)
6	0.50	12	=HOUR(A4)
7	0.75	18	=HOUR(A4)
8		10	=HOUR("11.45")

Tip:



	A	B	C
1	Time	Result	HOUR (serial_number)
2	11:10 AM	11	=HOUR(A2)
3	1/31/2016 11:10	11	=HOUR(A3)
4	1:25 PM	13	=HOUR(A4)
5	0.25	6	=HOUR(A4)
6	0.50	12	=HOUR(A4)
7	0.75	18	=HOUR(A4)
8		10	=HOUR("11.45")

You can resize a column to fit the text of its widest cell by double-clicking the right boundary of the column.

RESIZING MULTIPLE ROWS OR COLUMNS

If you to find header cells are too wide or too short to display data correctly, you can also resize multiple rows or columns at the same time.

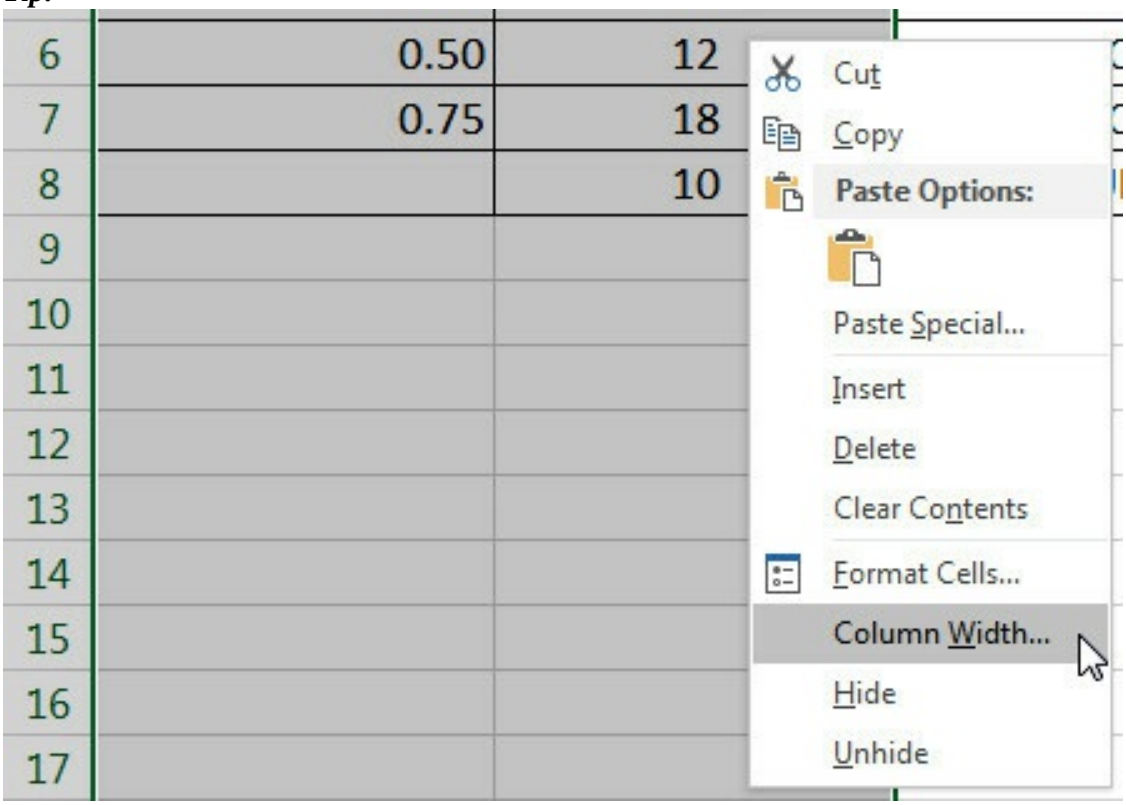
Resize multiple rows or columns

1. Select the rows or columns that you want to resize.

2. Drag the border of any selected column or row to the width or height that you want.

	A	B	C
1	**Time**	**Result**	**HOUR (serial_number)**
2	11:10 AM	11	=HOUR(A2)
3	1/31/2016 11:10	11	=HOUR(A3)
4	1:25 PM	13	=HOUR(A4)
5	0.25	6	=HOUR(A4)
6	0.50	12	=HOUR(A4)
7	0.75	18	=HOUR(A4)
8		10	=HOUR("11.45")

Tip:



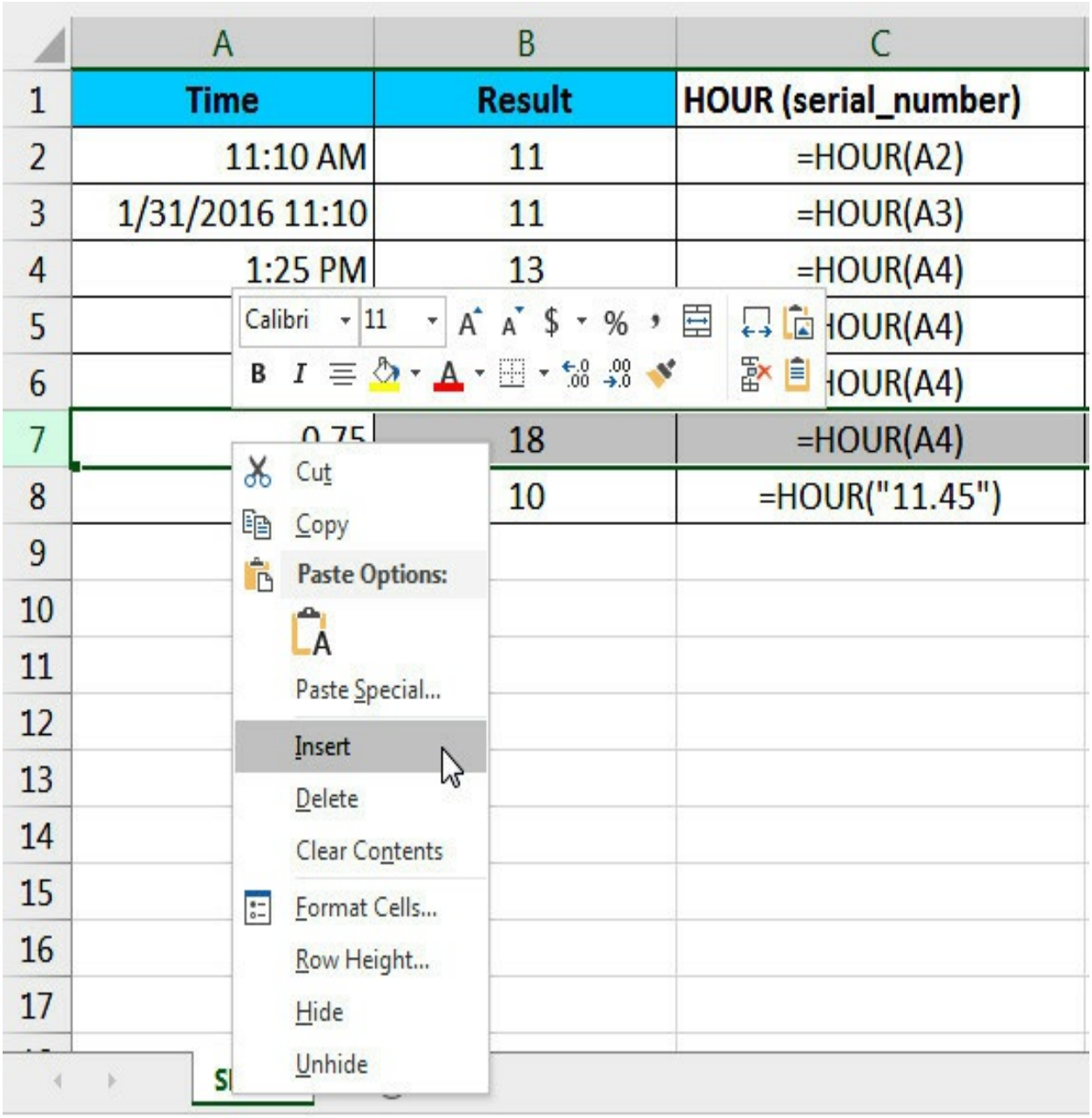
You can also right-click any row or column header, and choose either **ColumnWidth** or **Row Height** from the shortcut menu. Type the width or height in the dialog box that appears and then click **OK**.

INSERTING ROWS OR COLUMNS

After you create a worksheet, you can also to insert rows or columns to add data.

Insert rows in worksheet

1. Right-click row header below where you want the new row to appear.
2. Click choice **Insert** from the shortcut menu.



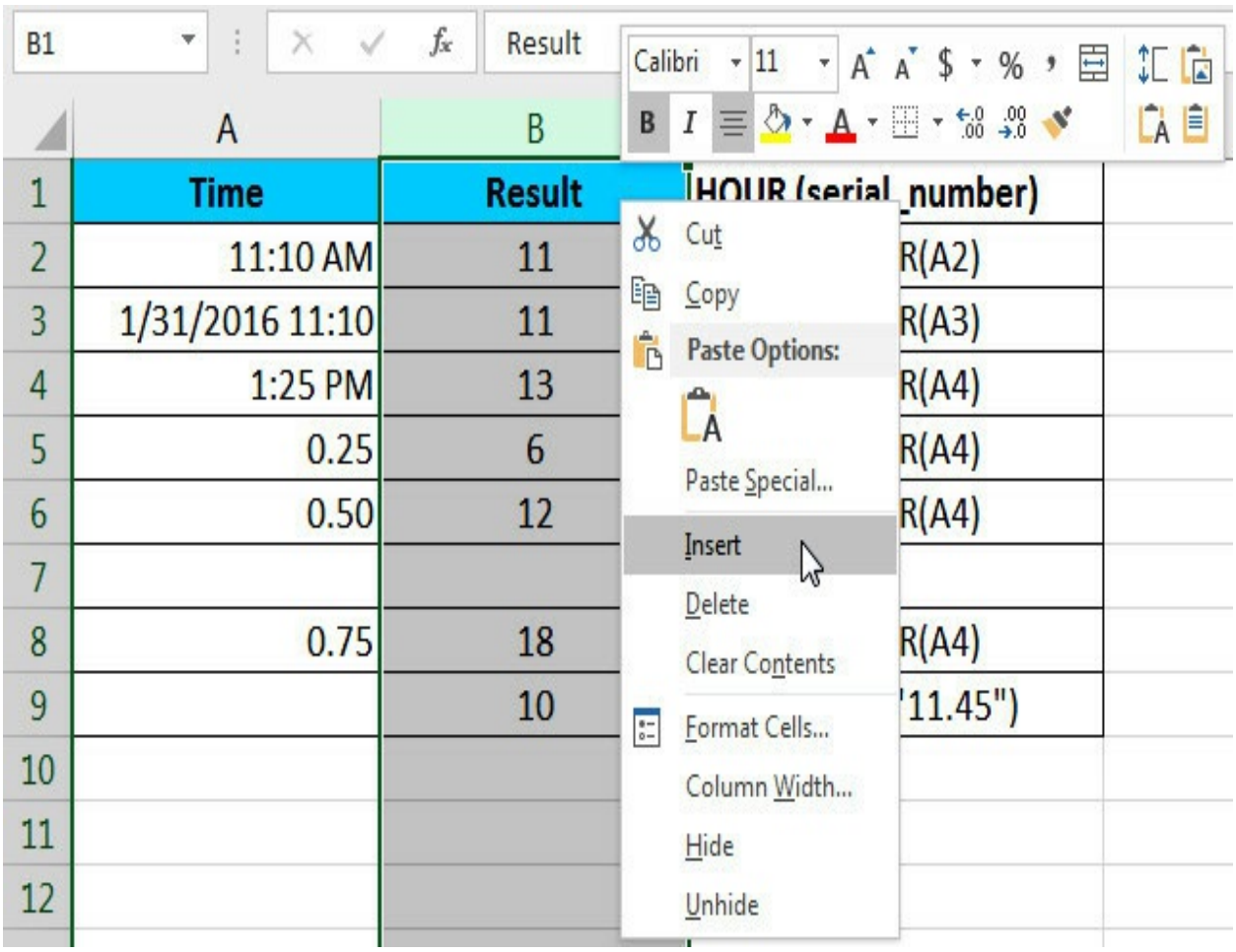
A new row will be inserted.

	A	B	C
1	**Time**	**Result**	**HOUR (serial_number)**
2	11:10 AM	11	=HOUR(A2)
3	1/31/2016 11:10	11	=HOUR(A3)
4	1:25 PM	13	=HOUR(A4)
5	0.25	6	=HOUR(A4)
6	0.50	12	=HOUR(A4)
7			
8	0.75	18	=HOUR(A4)
9		10	=HOUR("11.45")

Insert columns in worksheet

1. Right-click column header to the right of where you want the new column to appear.

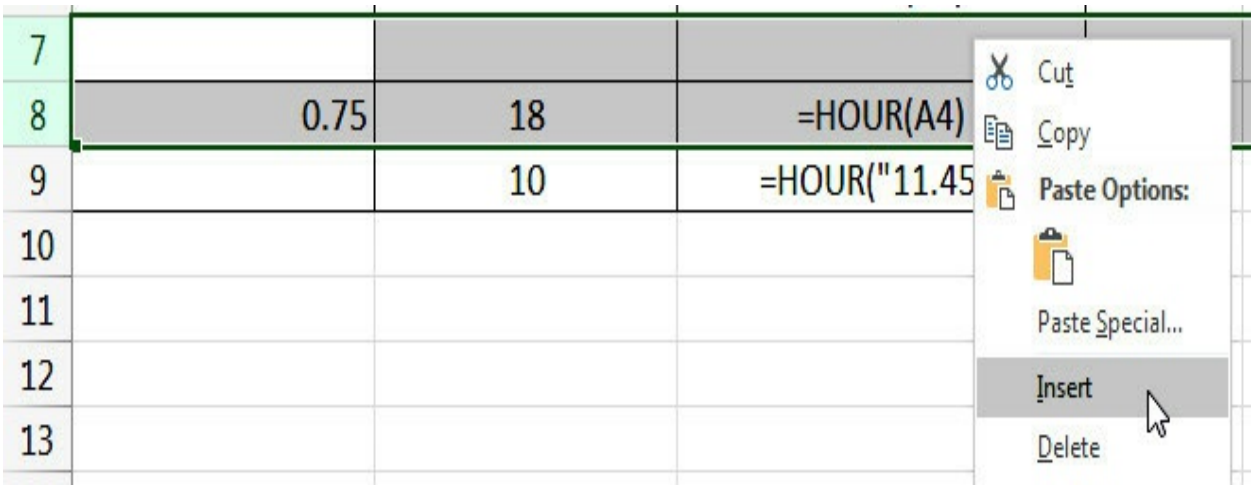
2. Click choice **Insert** from the shortcut menu.



A new column will be inserted.

	A	B	C	D
1	Time		Result	HOUR (serial_number)
2	11:10 AM		11	=HOUR(A2)
3	1/31/2016 11:10		11	=HOUR(A3)
4	1:25 PM		13	=HOUR(A4)
5	0.25		6	=HOUR(A4)
6	0.50		12	=HOUR(A4)
7				
8	0.75		18	=HOUR(A4)
9			10	=HOUR("11.45")

Tip:



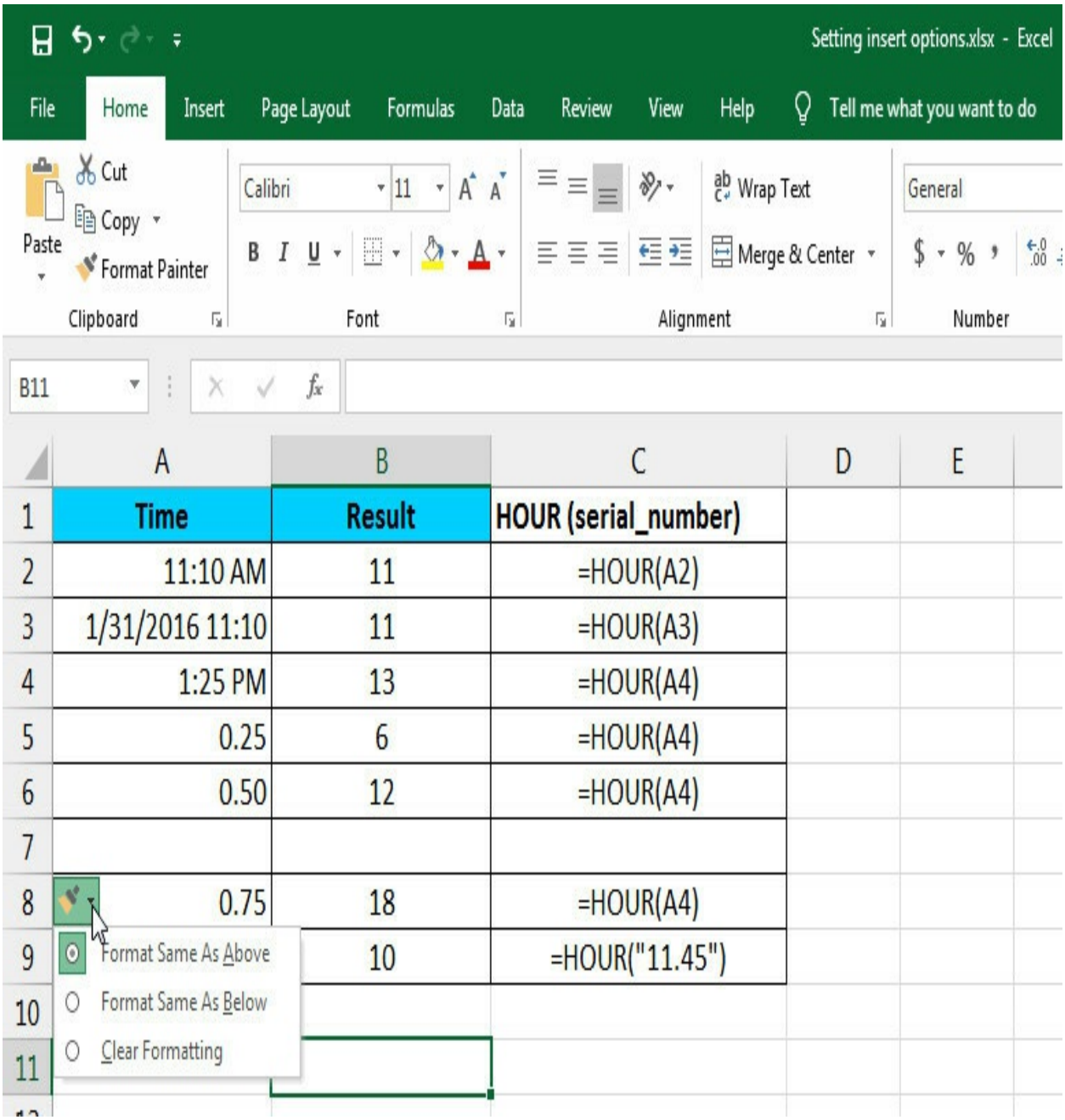
If you want to insert more than one row or column at a time, choice the number of existing rows or columns equal to the number that you want to insert and then choice the Insert from the shortcut menu.

SETTING INSERT OPTIONS

You can also use the controls made available by clicking the **Insert Options** button to determine, click choice the formatting to apply to new rows or columns.

Set insert options

1. After inserting rows or columns, open the **Insert Options** menu.
2. Select type of formatting that you want to apply for the new cells.



Tip:

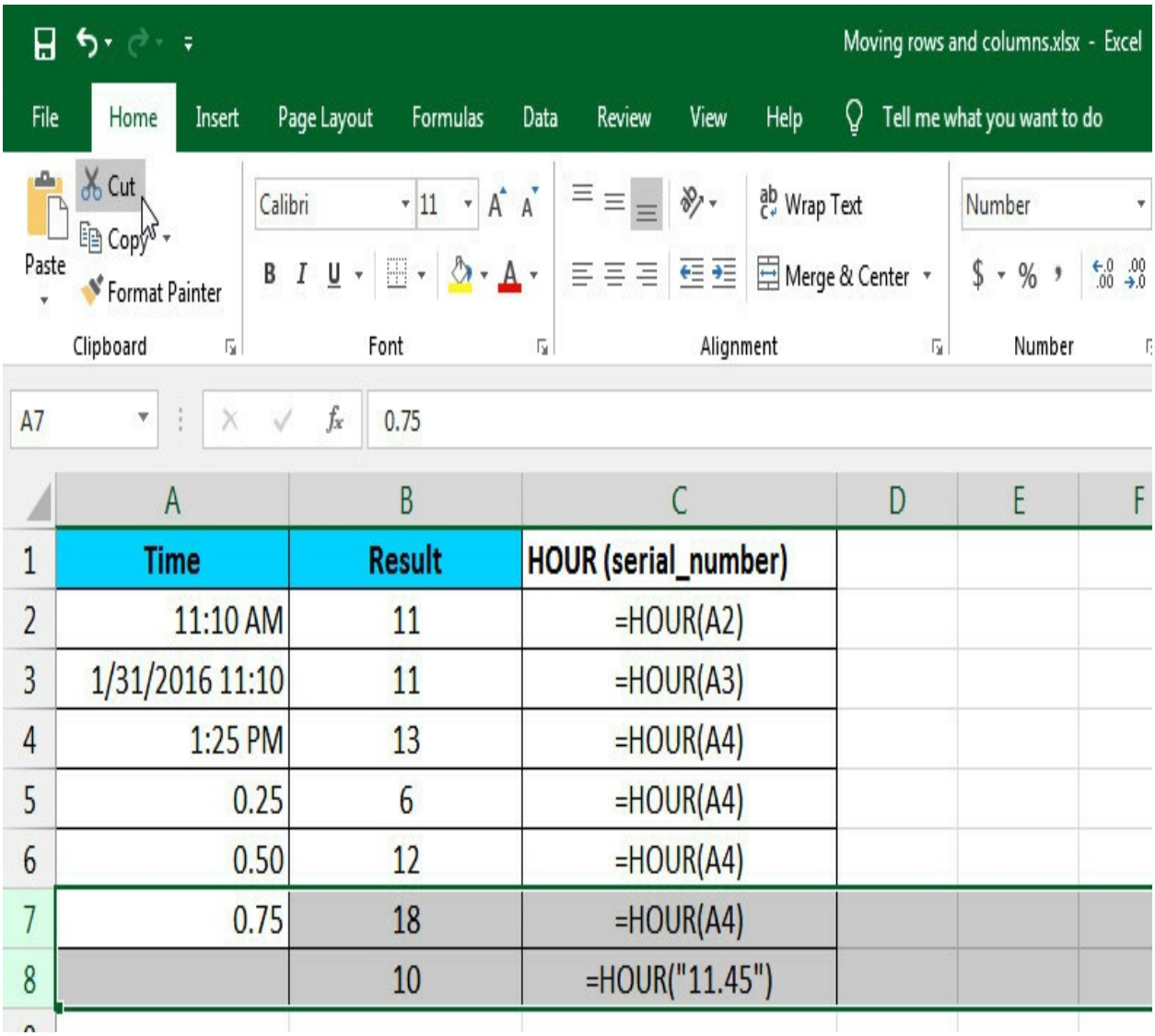
The **Insert Options** indicator appears only if the cells above or below the insertion point have special formatting.

MOVING ROWS AND COLUMNS

To present the information the way you want, you can move rows and columns to new positions on the worksheet.

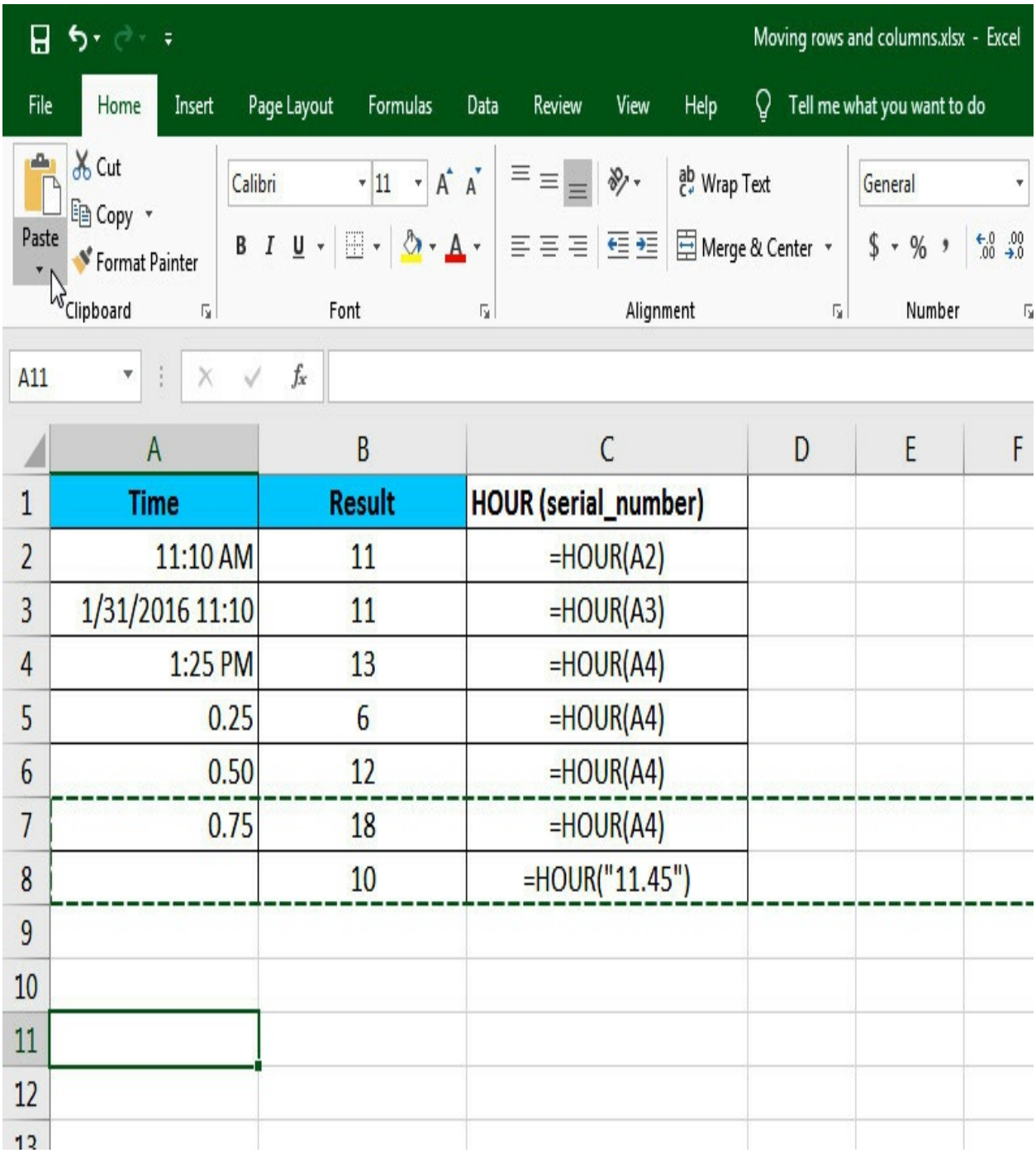
Move the rows

1. Select the rows that you want to move.
2. Click the **Home** tab.
3. In the **Clipboard** group, click the **Cut** button.



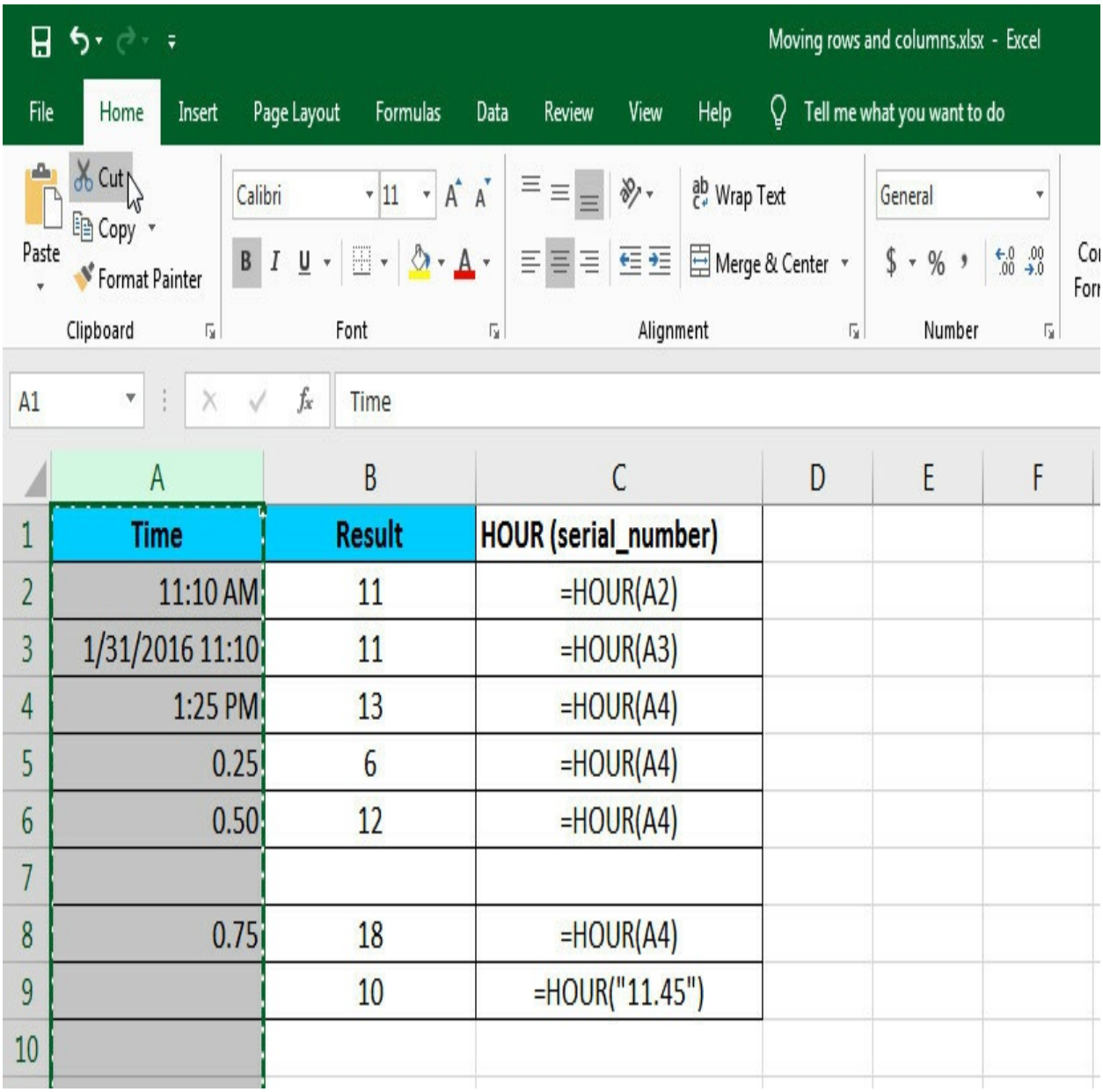
	A	B	C	D	E	F
1	**Time**	**Result**	**HOUR (serial_number)**			
2	11:10 AM	11	=HOUR(A2)			
3	1/31/2016 11:10	11	=HOUR(A3)			
4	1:25 PM	13	=HOUR(A4)			
5	0.25	6	=HOUR(A4)			
6	0.50	12	=HOUR(A4)			
7	0.75	18	=HOUR(A4)			
8		10	=HOUR("11.45")			

4. Click the first cell in the row where you want to move. **5.** In the **Clipboard** group, click **Paste** button.

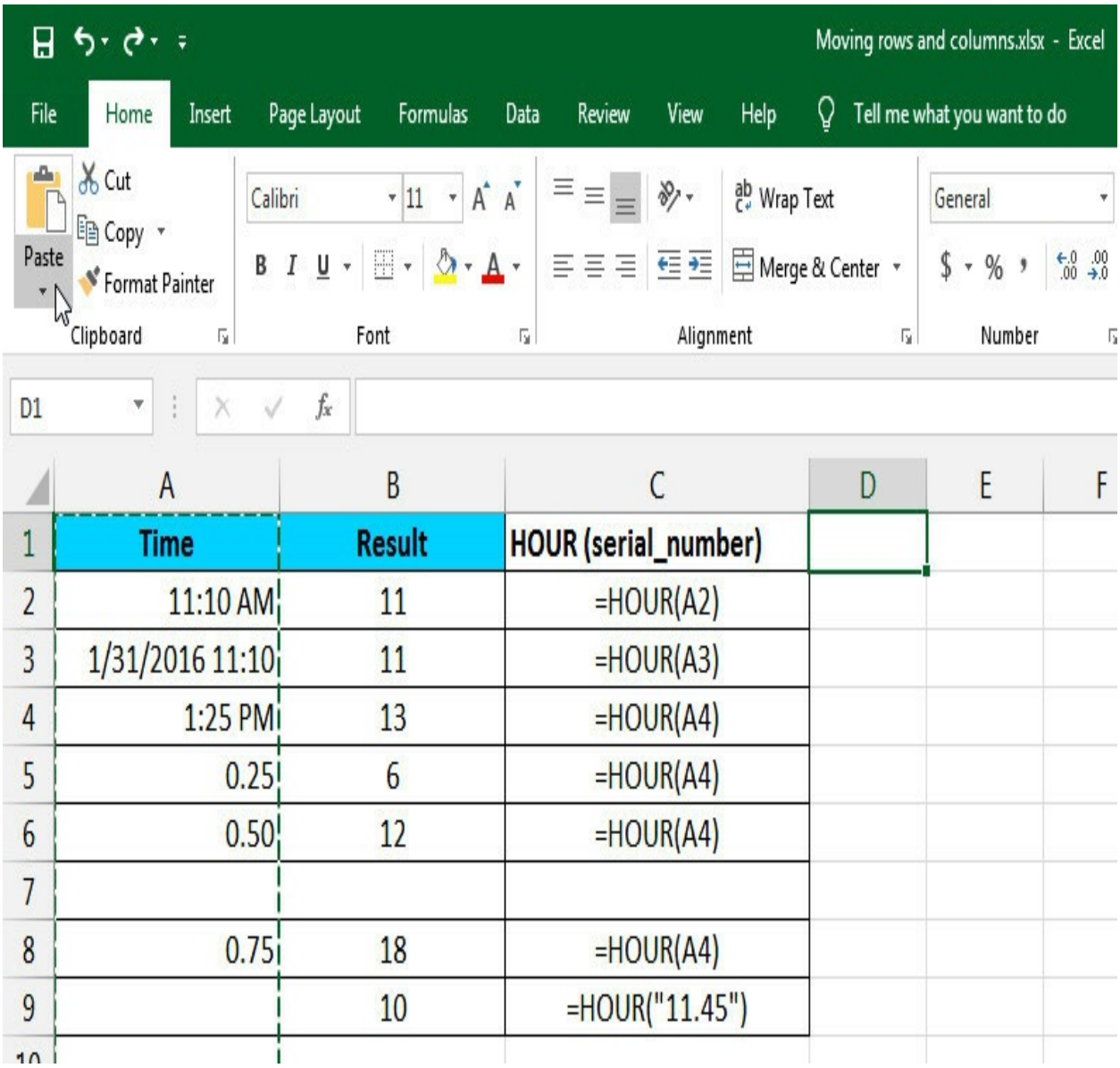


Move the columns

1. Select the columns that you want to move.
2. Click the **Home** tab.
3. In the **Clipboard** group, click the **Cut** button.



4. Click the cell in the column where you want to move. **5.** In the **Clipboard** group, click **Paste** button.

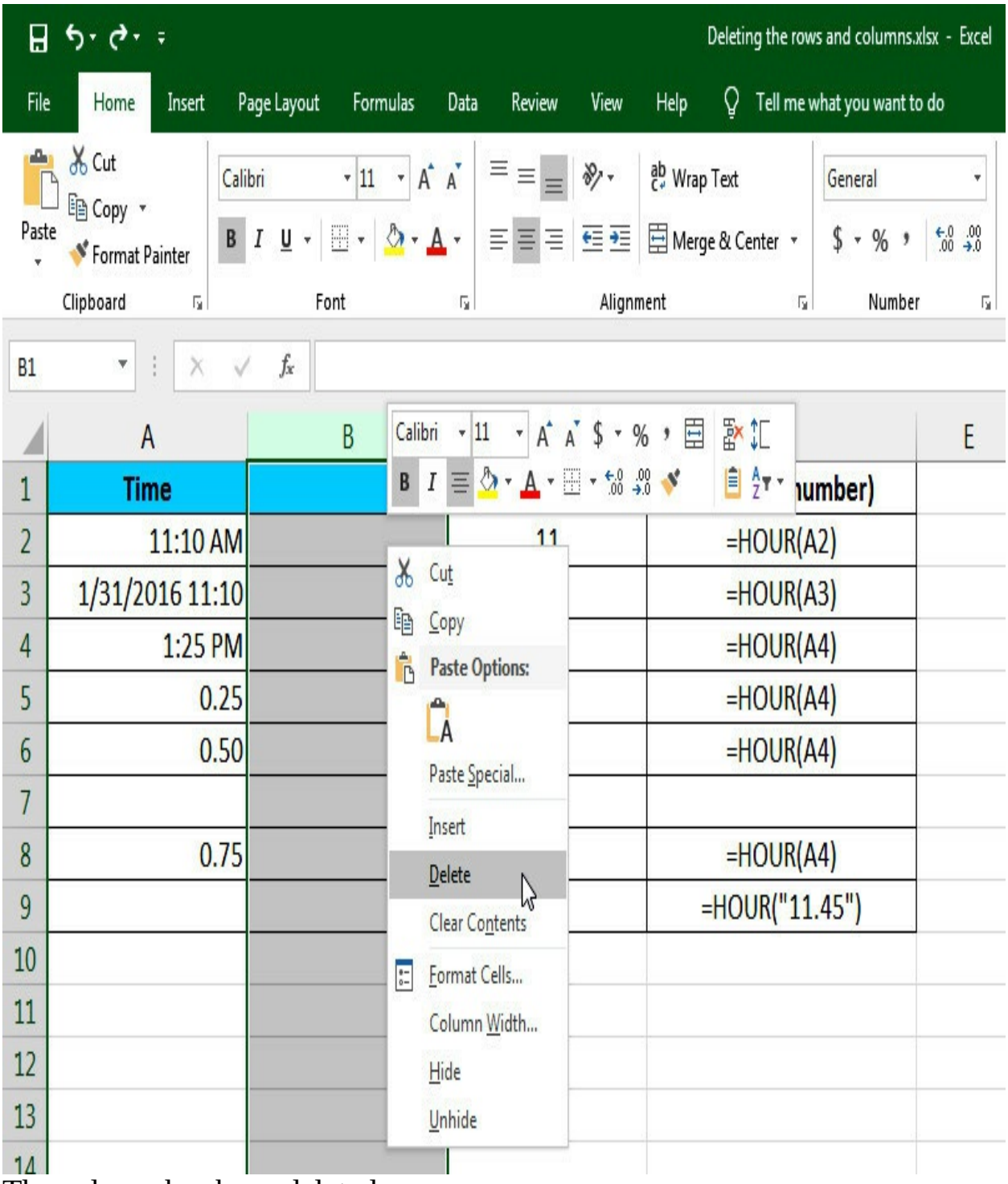


DELETING THE ROWS AND COLUMNS

If you added the rows or columns to holds informations, you can also delete the rows or columns easily.

Delete the rows or columns

1. Choose the rows or columns that you want to delete.
2. Right-click and choose **Delete** from the shortcut menu.

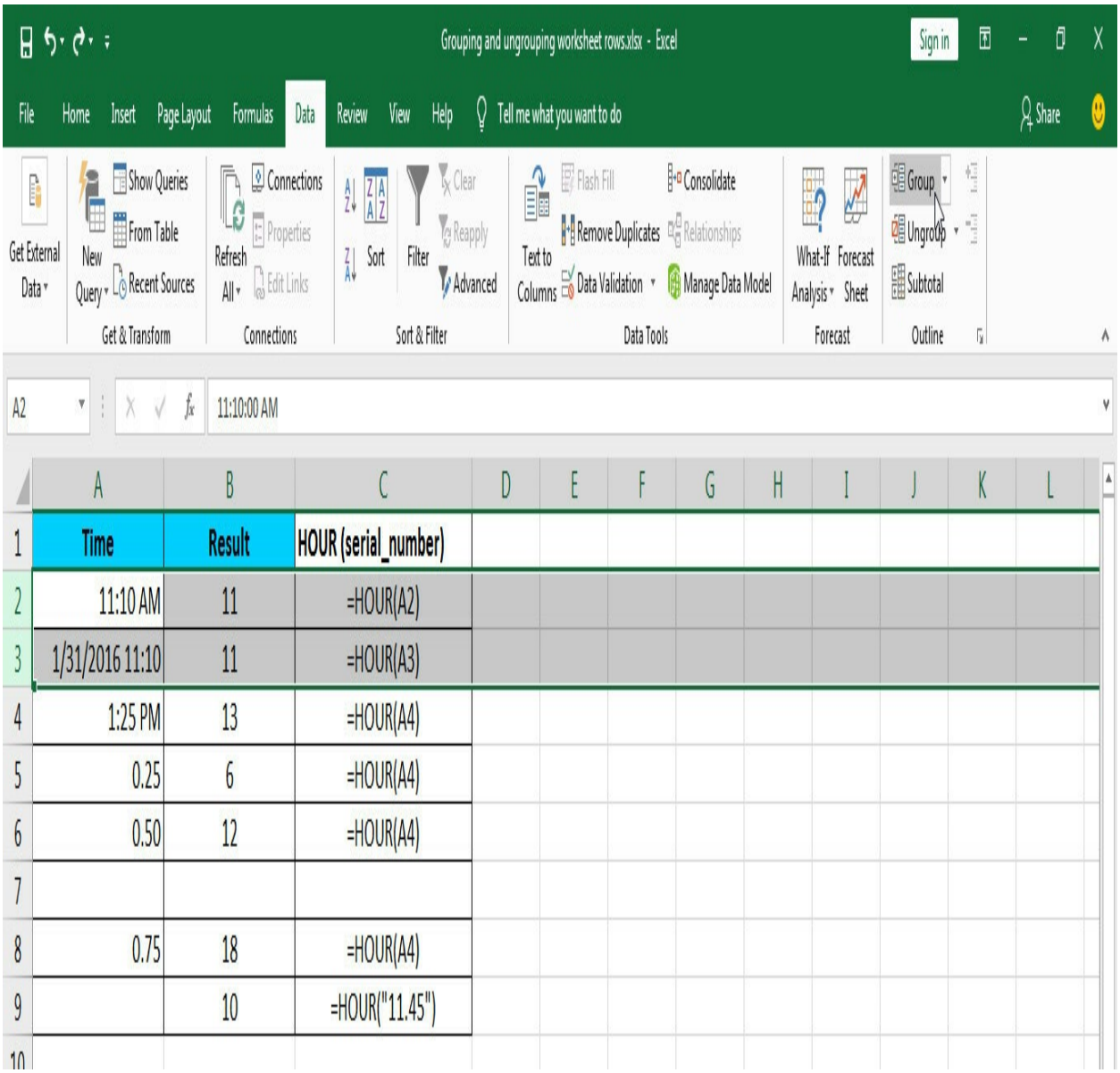


The column has been deleted.

GROUPINGAND UNGROUPINGWORKSHEETROWS If you create a worksheet that lists all the products, you can group or ungroup the products by category.

Group worksheet rows

1. Select the rows or columns that you want to group.
2. Click the **Data** tab.
3. In the **Outline** group, click **Group** button.



Ungroup worksheet rows

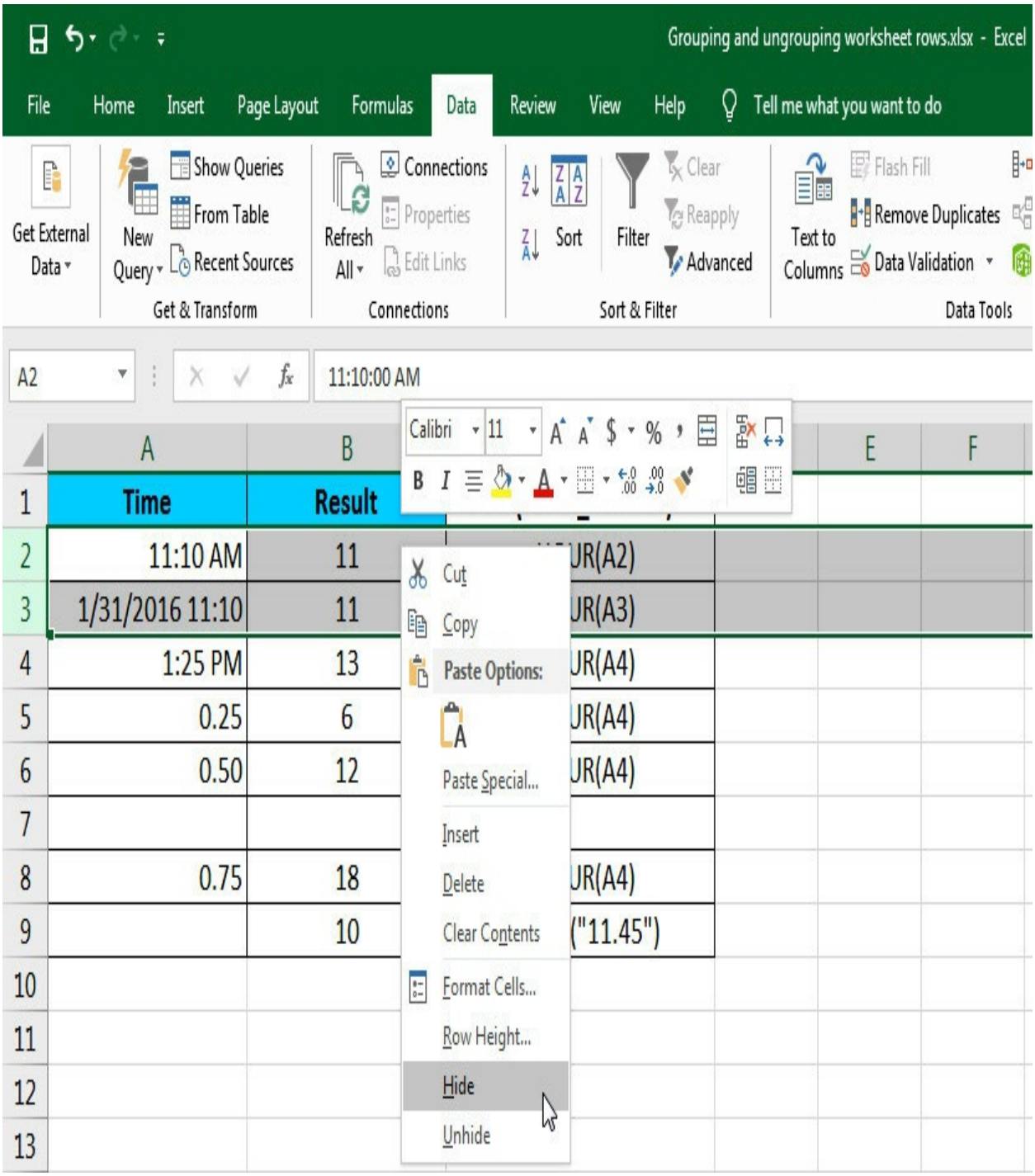
1. Select the rows or columns that you want to ungroup.
2. Click the **Data** tab.
3. In the **Outline** group, click **Ungroup** button.

HIDING ROWS AND COLUMNS

You can hide or unhide any rows or columns so for everything need to see is displayed on the screen. The rows or columns that you hide are gone only temporarily, but the data will not deleted.

Hide rows or columns

1. Select the rows or columns that you want to hide.
2. Right-click and choose **Hide** from the shortcut menu.



Unhide rows or columns

1. Select the rows or columns that you want to unhide. **2.** Right-click any of the row or column headers that you want to unhide, and then choose **Unhide** from the shortcut menu.

CHAPTER 6

USING FORMULAS AND FUNCTIONS

CREATING FORMULAS

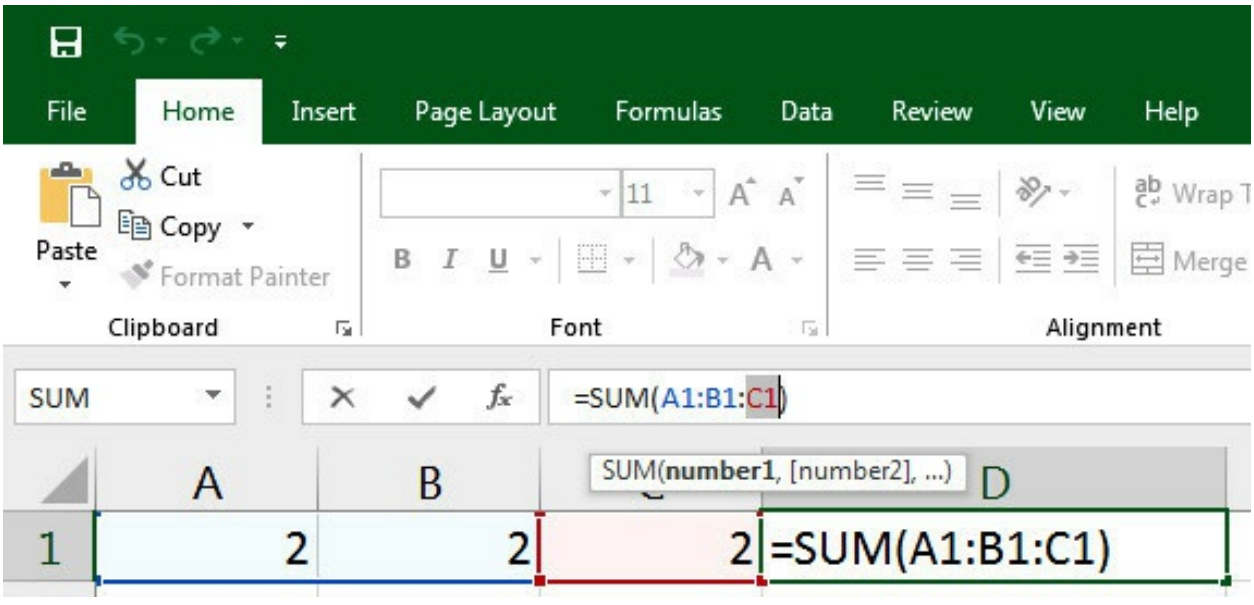
The creating formulas in Excel is pretty simple. If you want to find the sum of the values in two cells, you just type an equal sign (=), the reference of the first cell, a plus sign (+), and the reference of the second cell. The formula that you enter appears on the formula bar, where you can examine and edit it.

Create a formula

1. Click the cell in which you want to enter a formula.
2. Type =.
3. Type expression representing calculation that you want to perform.
4. Press **Enter** key.

Edit a formula

1. Click the cell that you want to edit.
2. Select the part of the formula that you want to edit in formula bar.
3. Make any changes that you want.
4. Press **Enter** key.



ASSIGNING NAMES TO GROUPS OF CELLS

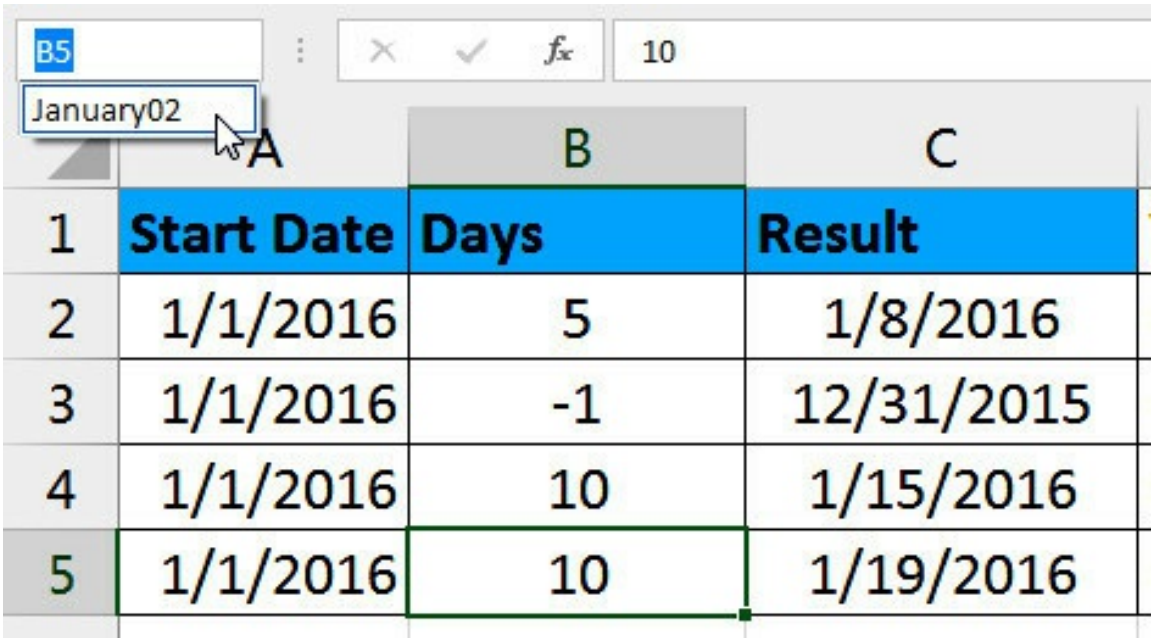
After define the named range, you can display its contents, rename it, or delete it.

Create a named range

1. Select the cells that you want to name.
2. Click the **Name Box** on the formula bar.
3. Type the name that you want for the range.
4. Press **Enter** key.

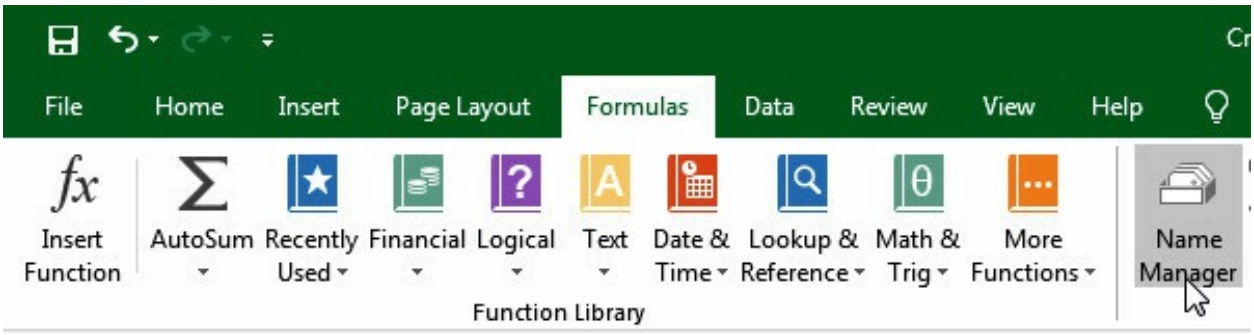
Go to a named range

1. Click the **Name Box** down arrow.
2. Click the range to which you want to go.

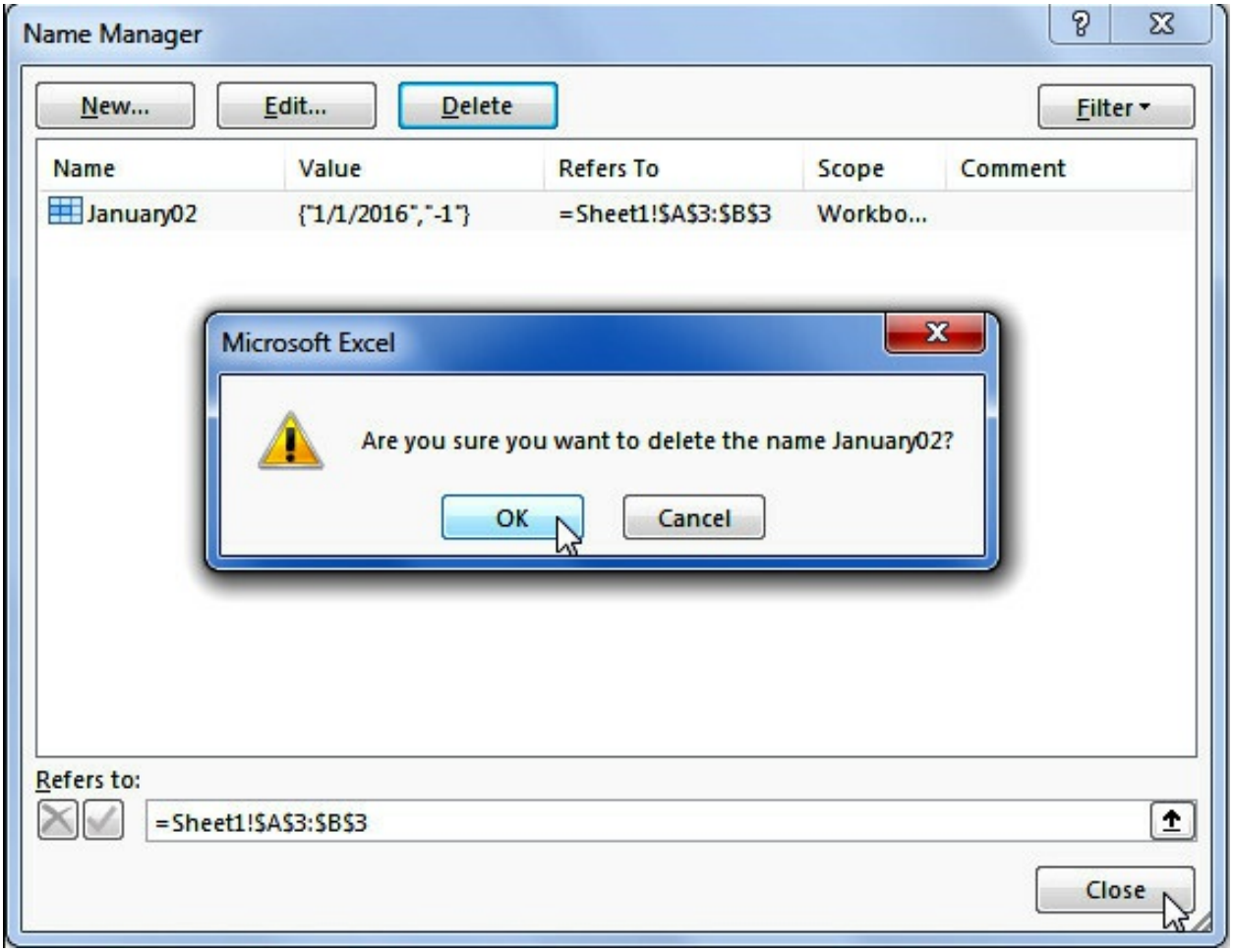


Delete a named range

1. Click the **Formulas** tab.
2. Click **Name Manager** button.



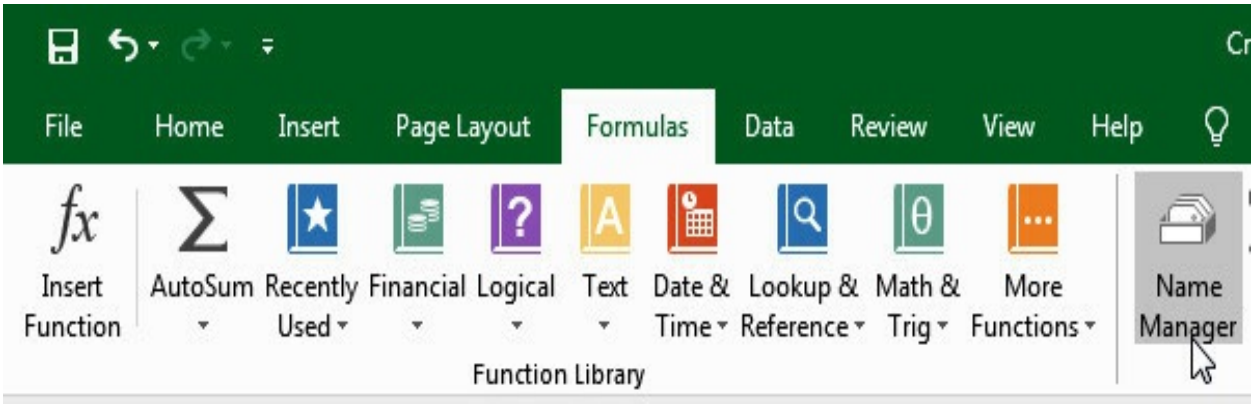
The **Name Manager** dialog box will be displayed.



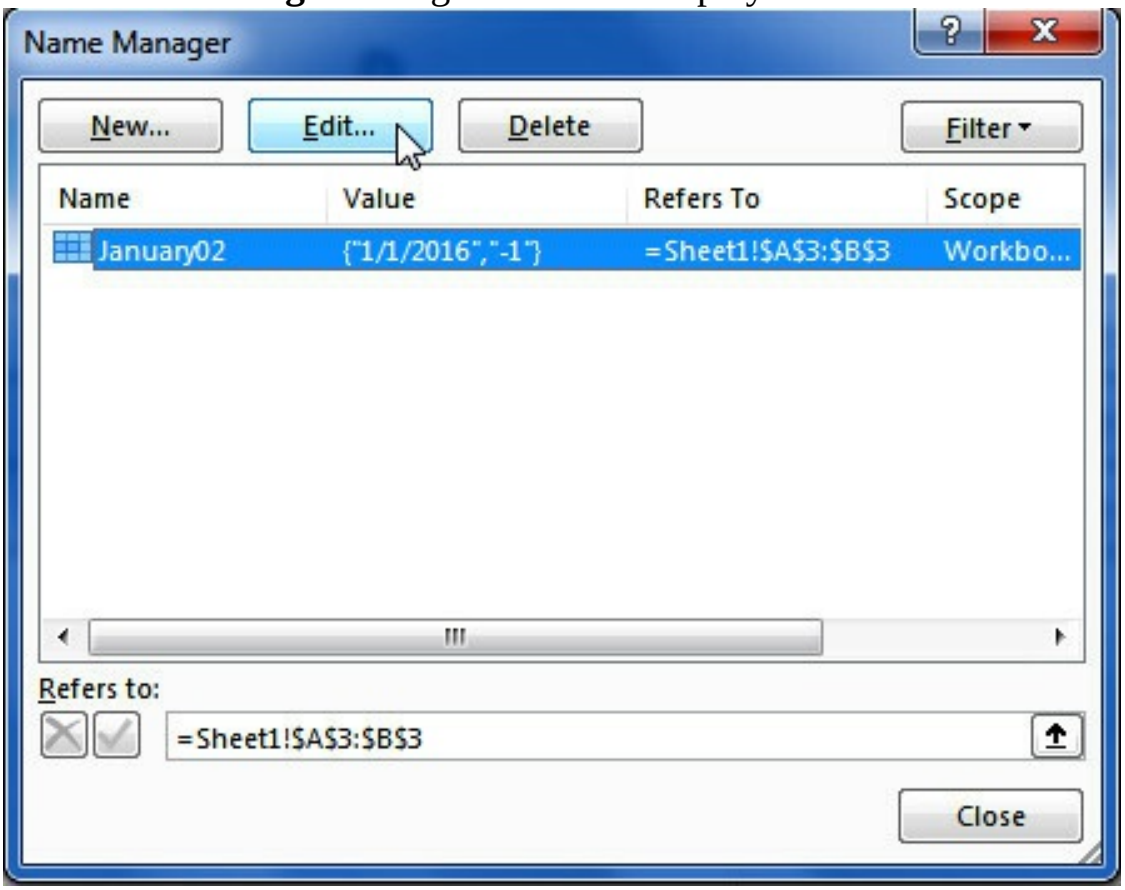
3. Click the named range that you want to delete.
4. Click **Delete** button.
5. Click **OK** to clear the confirmation dialog box that appears.
6. Click **Close** button.

Rename a named range

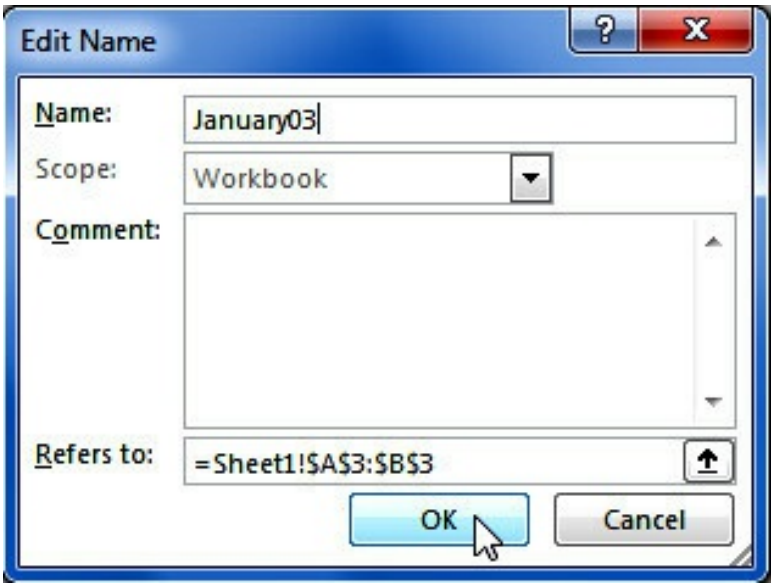
1. Click the **Formulas** tab.
2. Click **Name Manager** button.



The **Name Manager** dialog box will be displayed.



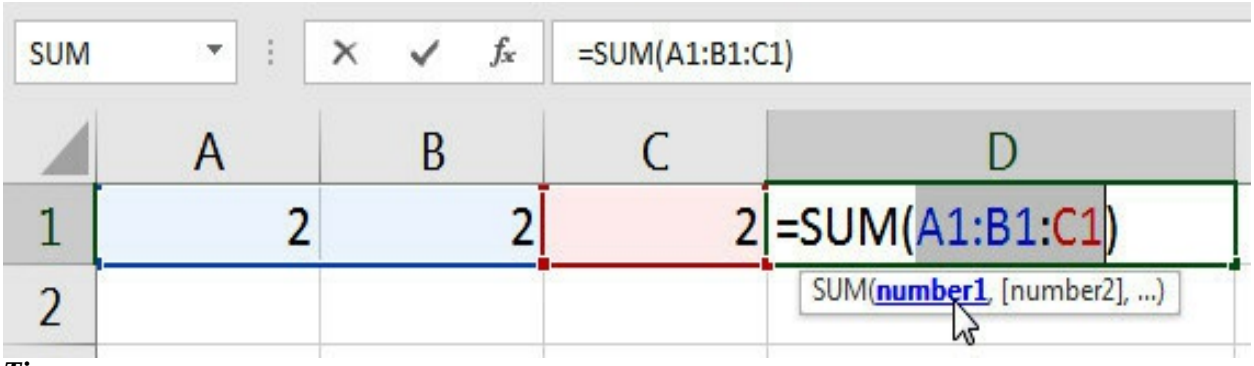
3. Click the named range that you want to rename.
4. Click **Edit** button.
The **Edit Name** dialog box will be displayed.



5. Type a new name for the range.
6. Click **OK** button.
7. Close the **Name Manager** dialog box.

Create a formula with a named range

1. Click the cell in which you want to enter a formula.
2. Type = followed by the formula that you want.
3. Click named range in the **Formula AutoComplete** list that appears.
4. Press **Enter** key.



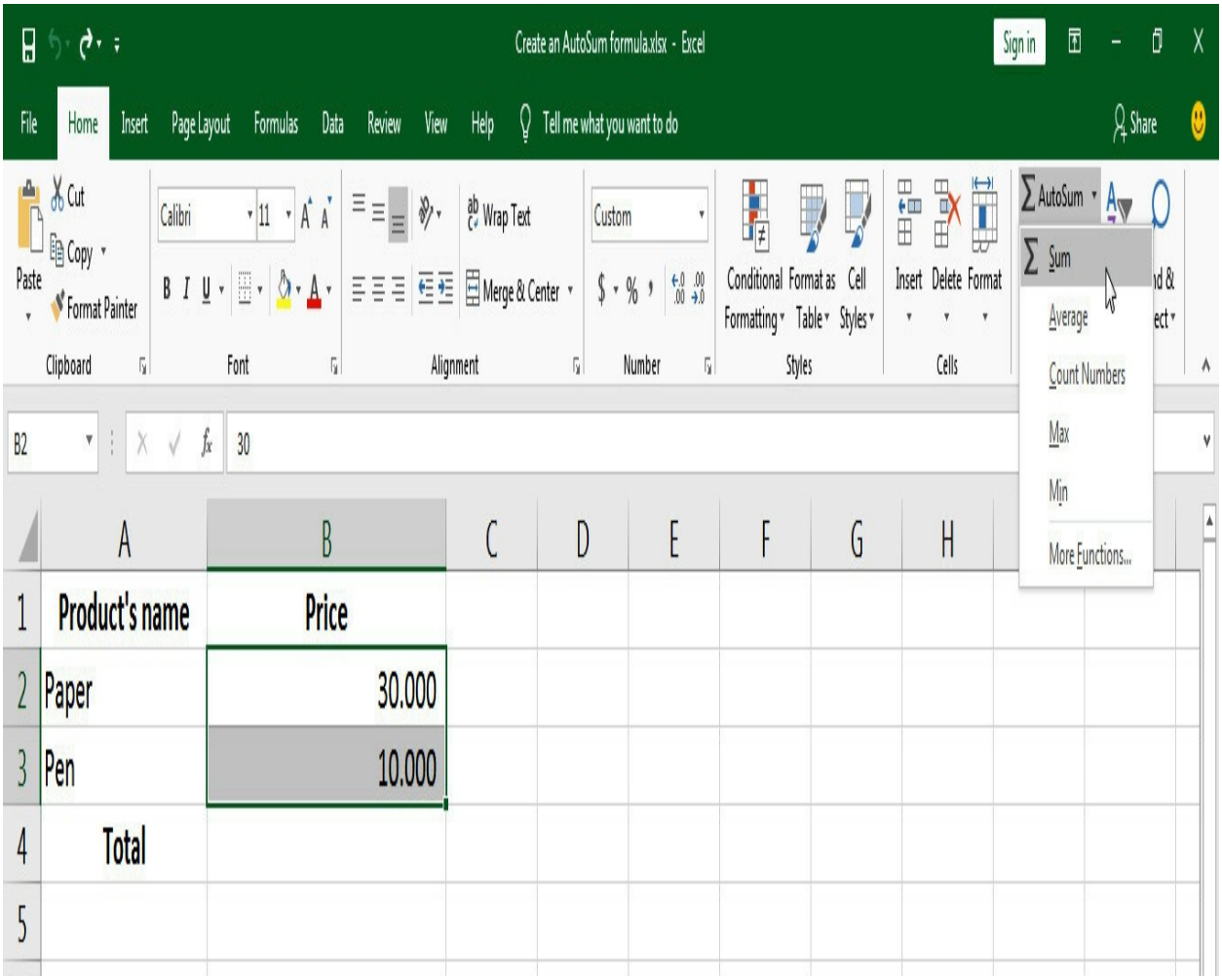
Tip:
If you change the name of a range of cells, Excel automatically makes the name change in every of formulas.

Using AutoSum formula

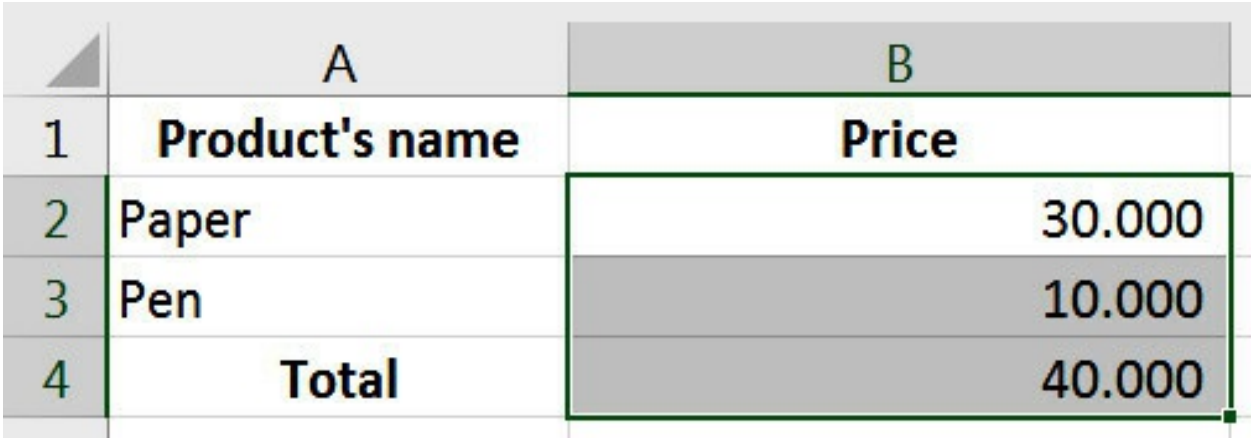
When clicking the **AutoSum** button creates a **SUM** formula, which finds the arithmetic sum of the values, but you can also choose other calculations by

clicking the AutoSum button’s down arrow.

1. Click the cells where you want the summary value to appear.
2. Click the **Home** tab.
3. Click the **AutoSum** down arrow.
4. Click the **Sum** function.



The formula will be calculated.



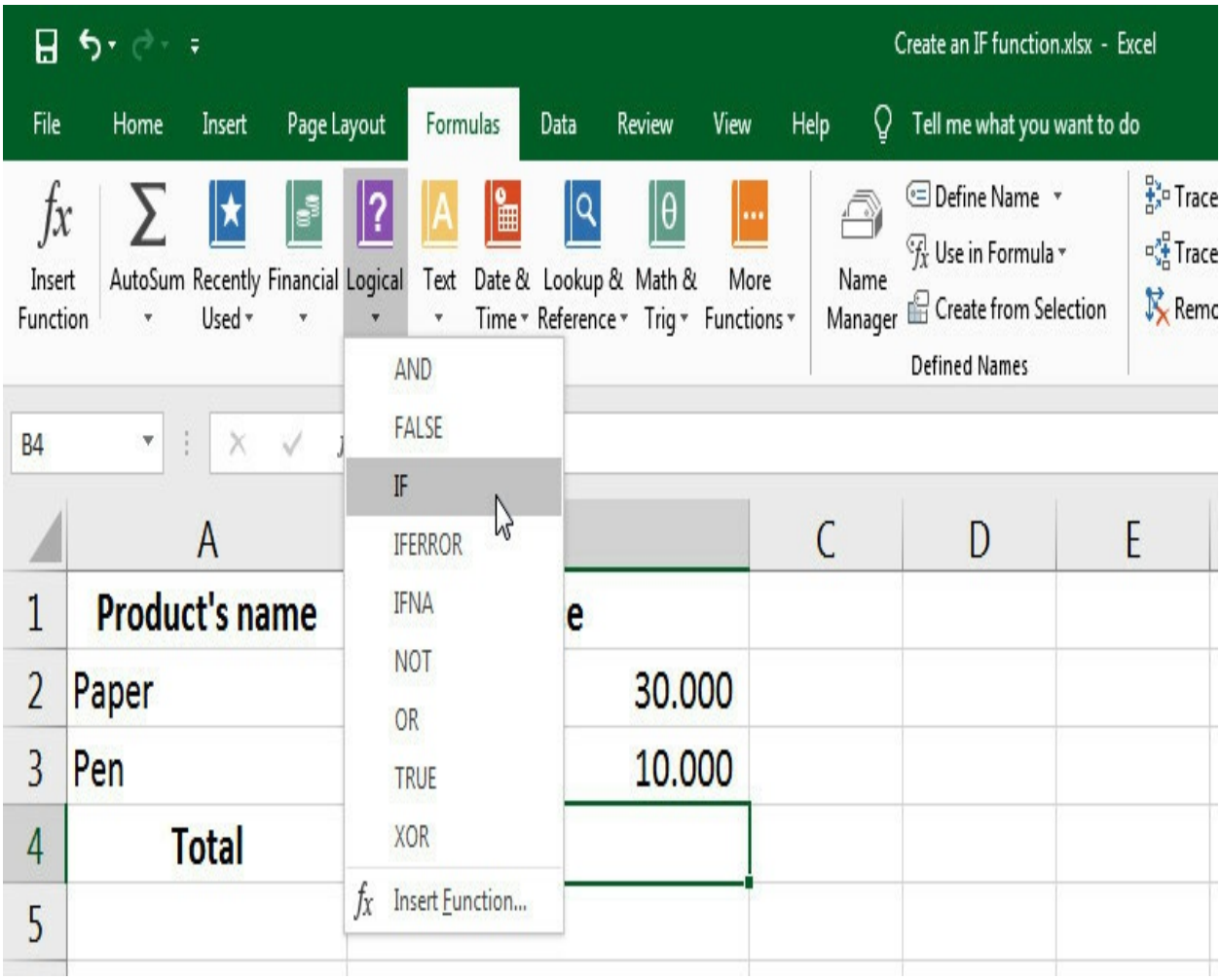
	A	B
1	**Product's name**	**Price**
2	Paper	30.000
3	Pen	10.000
4	**Total**	40.000

USING THE IF FUNCTION

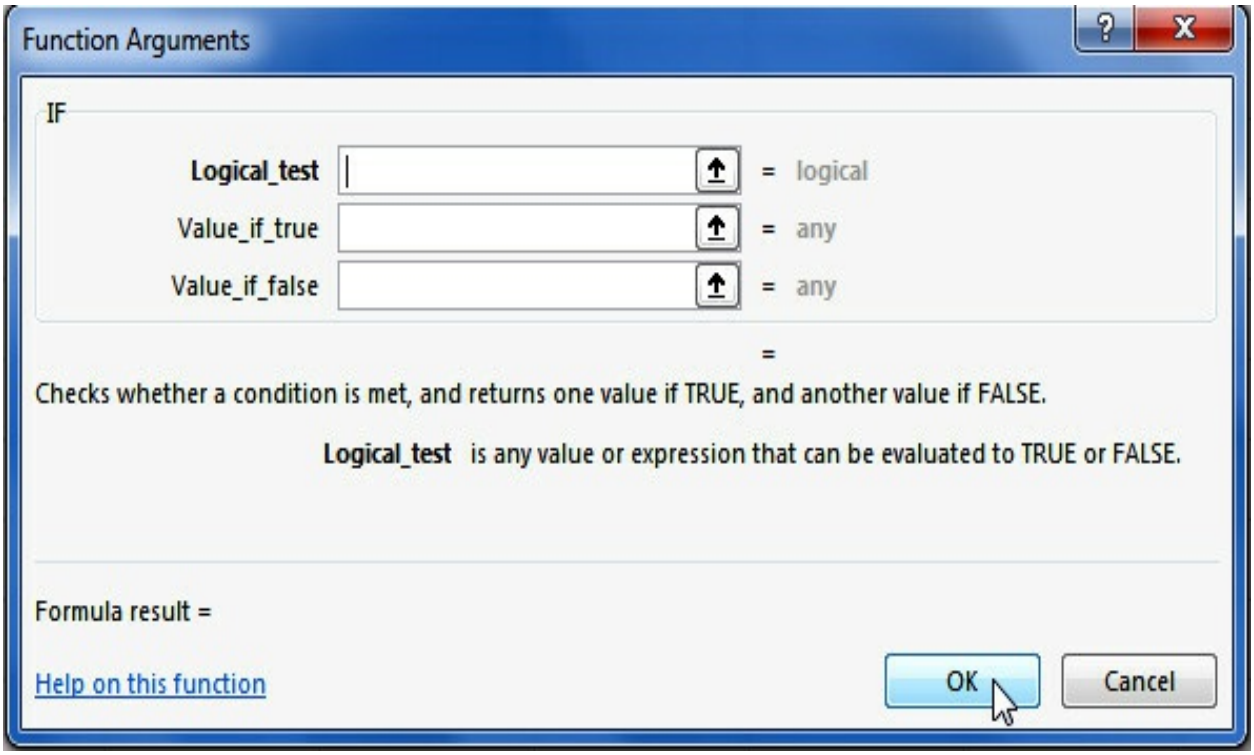
In addition to calculating values based on the contents of cells, you can have Excel take different actions based on the contents of those other cells by using the **IF** function.

Create an IF function

1. Click the cell in which you want to enter an **IF** function.
2. Click the **Formulas** tab.
3. Click **Logical** button.
4. Click **IF**.



The **Function Arguments** dialog box will be appear.



5. Type a conditional statement that evaluates to true or false.
6. Type the text that you want to appear if the condition is true.
7. Type the text that you want to appear if the condition is false.
8. Click **OK** button.

Tip:

You can also create an expression in the **Value_If_True** and **Value_If_False** boxes. Excel displays the result of the expression in the appropriate box.

CHECKING FORMULA REFERENCES

To help find what you need to check your formulas, Excel groups all the tools that you need on the **Formula Auditing** group on the **Formulas** tab.

Find cell precedents and dependents

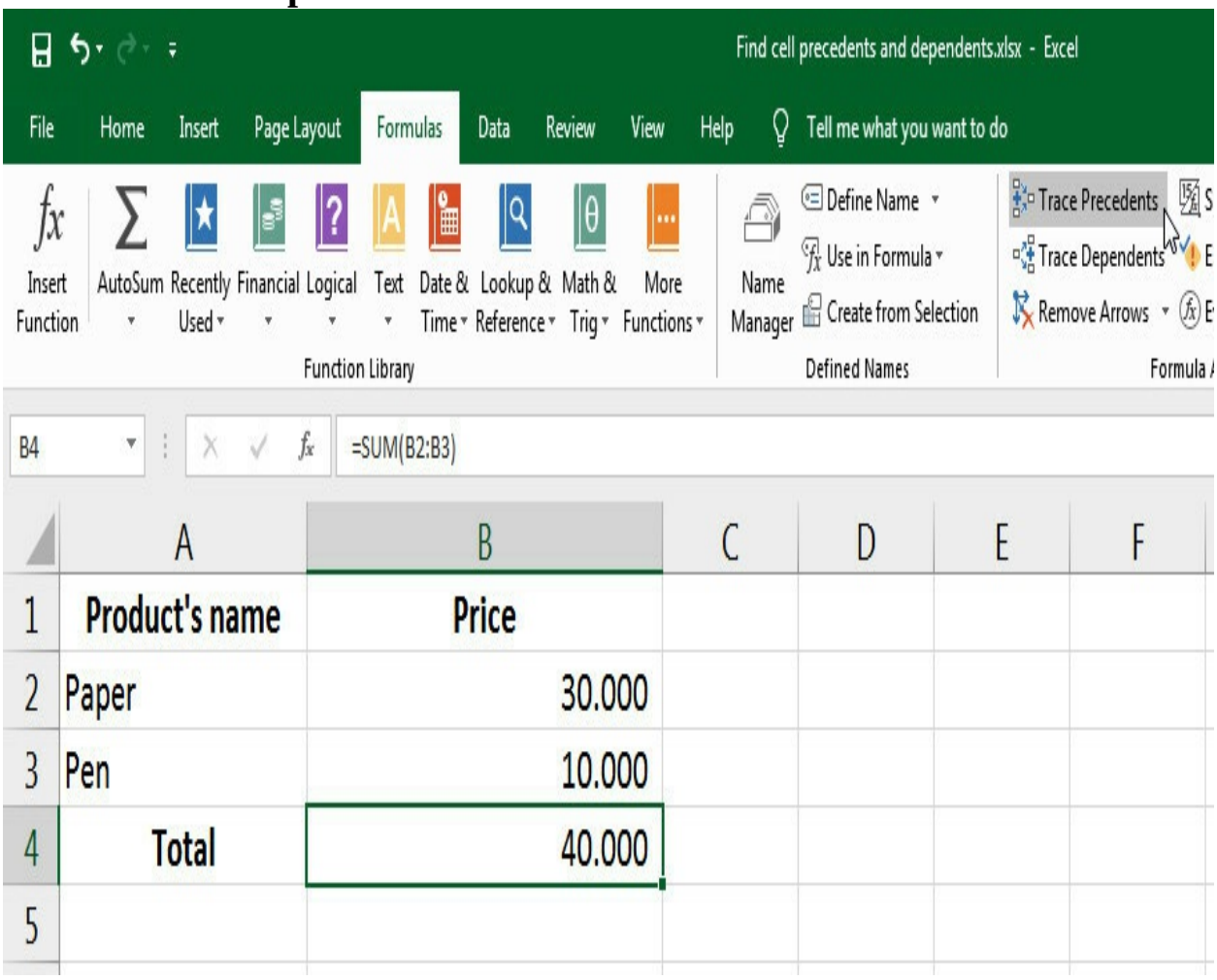
1. Click the cell that you want to examine.
2. Click the **Formulas** tab.

3. Using the controls in the **Formula Auditing** group, follow either of these

steps:

4. Click **Trace Precedents**.

5. Click **Trace Dependents**.



Remove tracer arrows

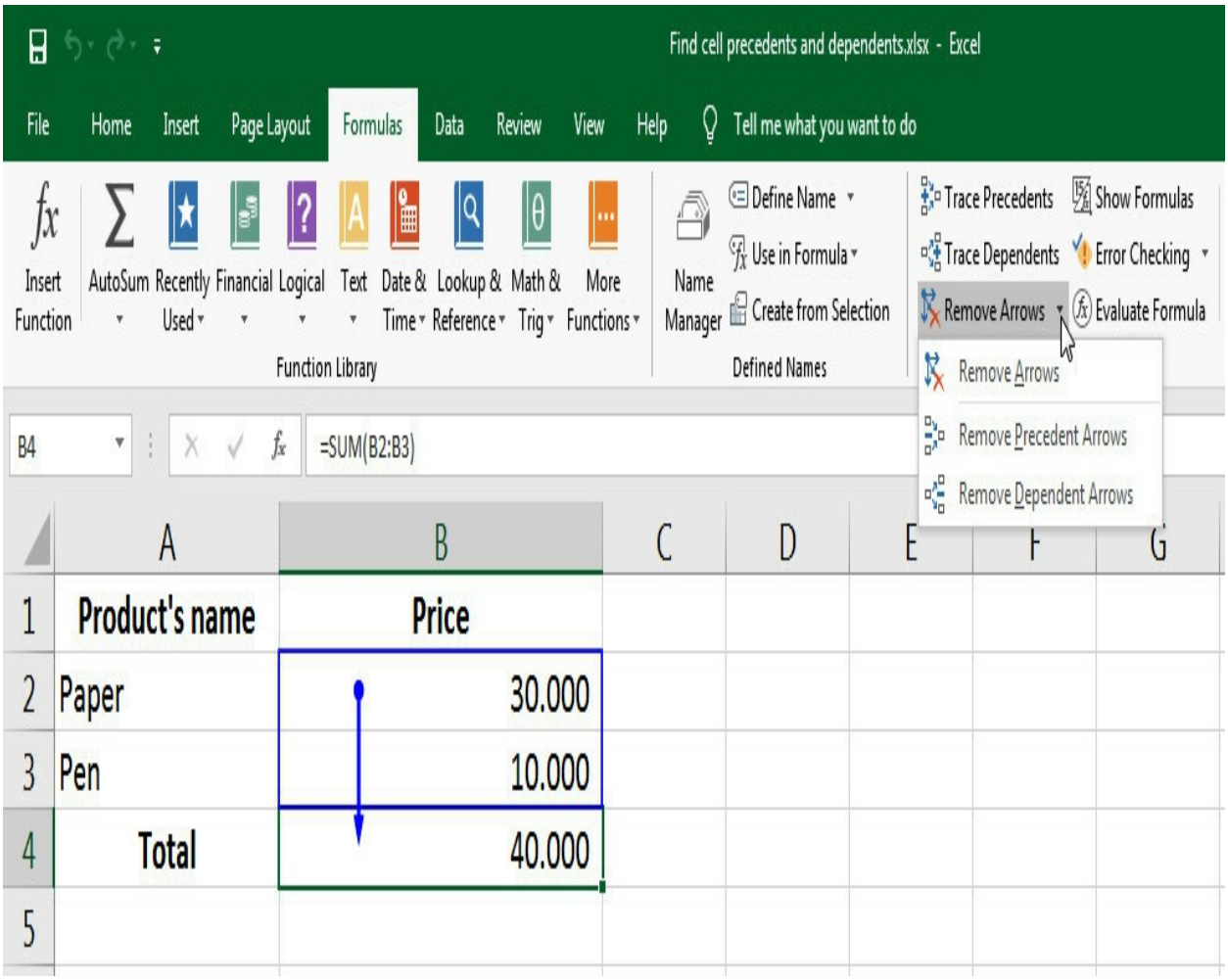
1. Click the **Formulas** tab.

2. Click the **Remove Arrows** down arrow, and follow any of these steps:

3. Click **Remove Arrows** to remove all arrows.

4. Click **Remove Precedent Arrows** to remove the precedent arrows.

5. Click **Remove Dependent Arrows** to remove the dependent arrows.



Trick:

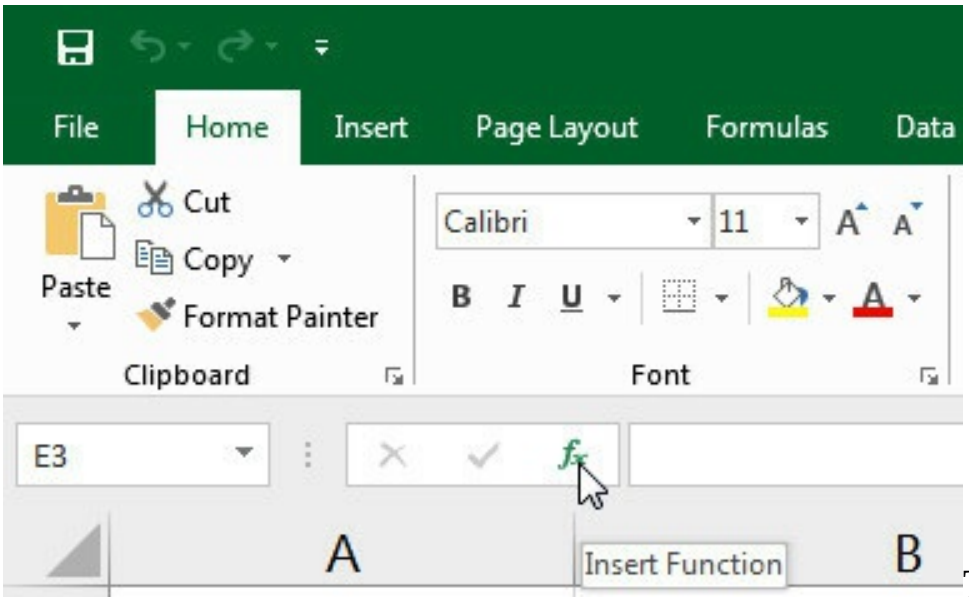
Tracer arrows are particularly effective when they're used to examine formulas that include named ranges. When refer to a named range, you will know what the indicated cells are supposed to represent.

THE EXCEL FUNCTION LIBRARY

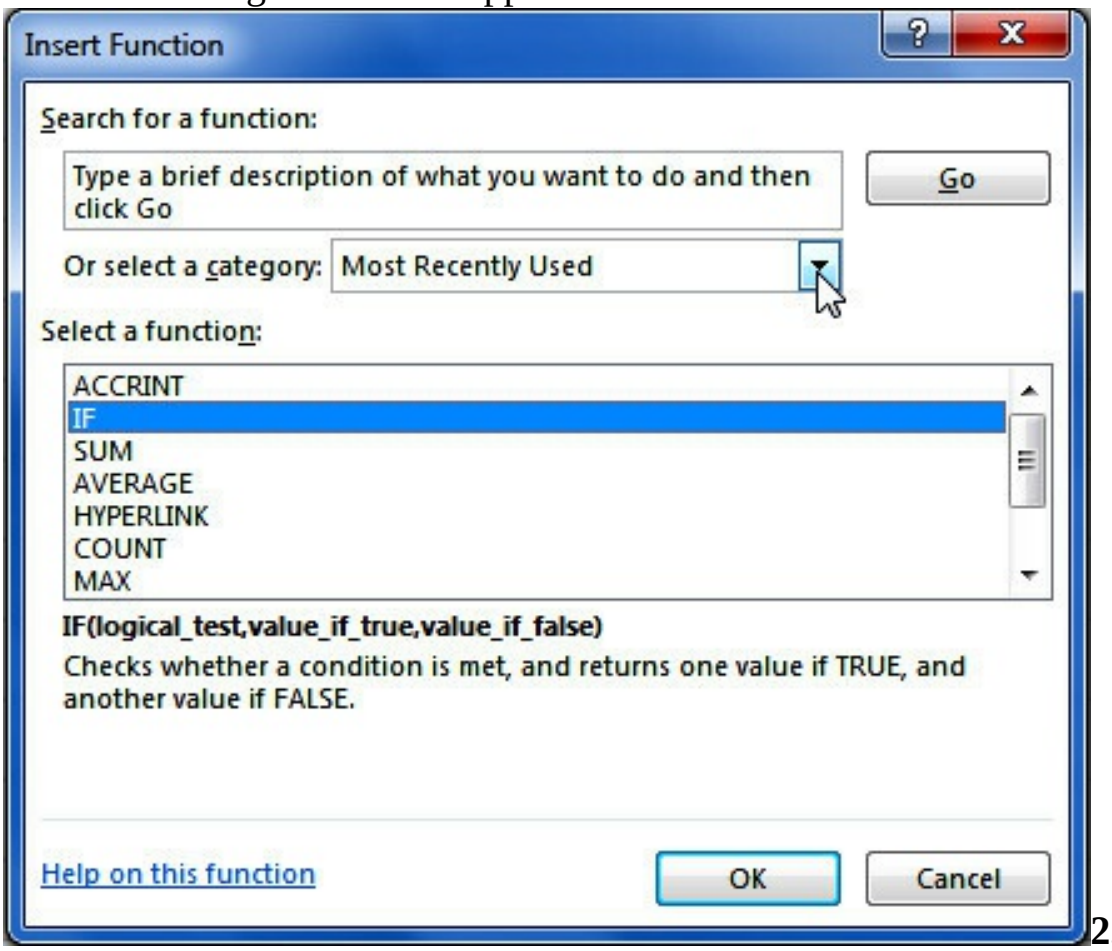
You can use Excel functions to perform scientific calculations, or find the square root of a number. The best way to become familiar with the formulas available in Excel is to display the Insert Function dialog box.

List functions in the Excel library

1. Click the **Insert Function** button on the formula bar.

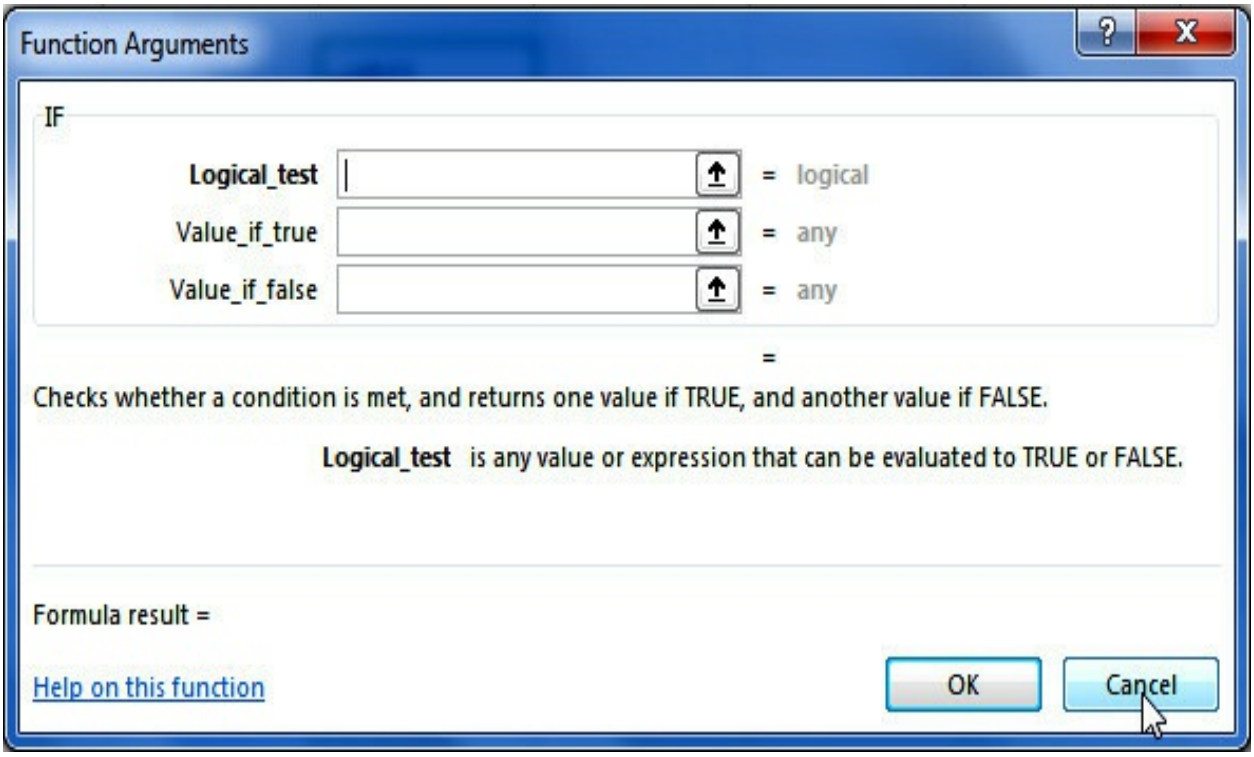


The **Insert Function** dialog box will be appear.



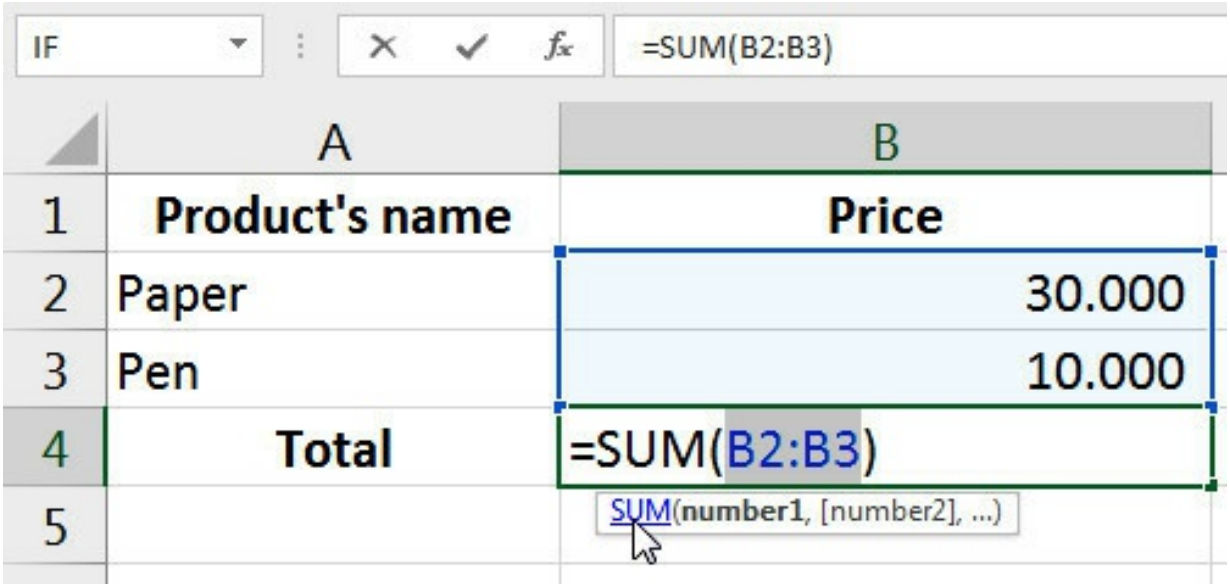
2. Display the drop-down list, and click the function category that you want to view.

3. Click the function that you want to examine.
4. Click **OK** button.

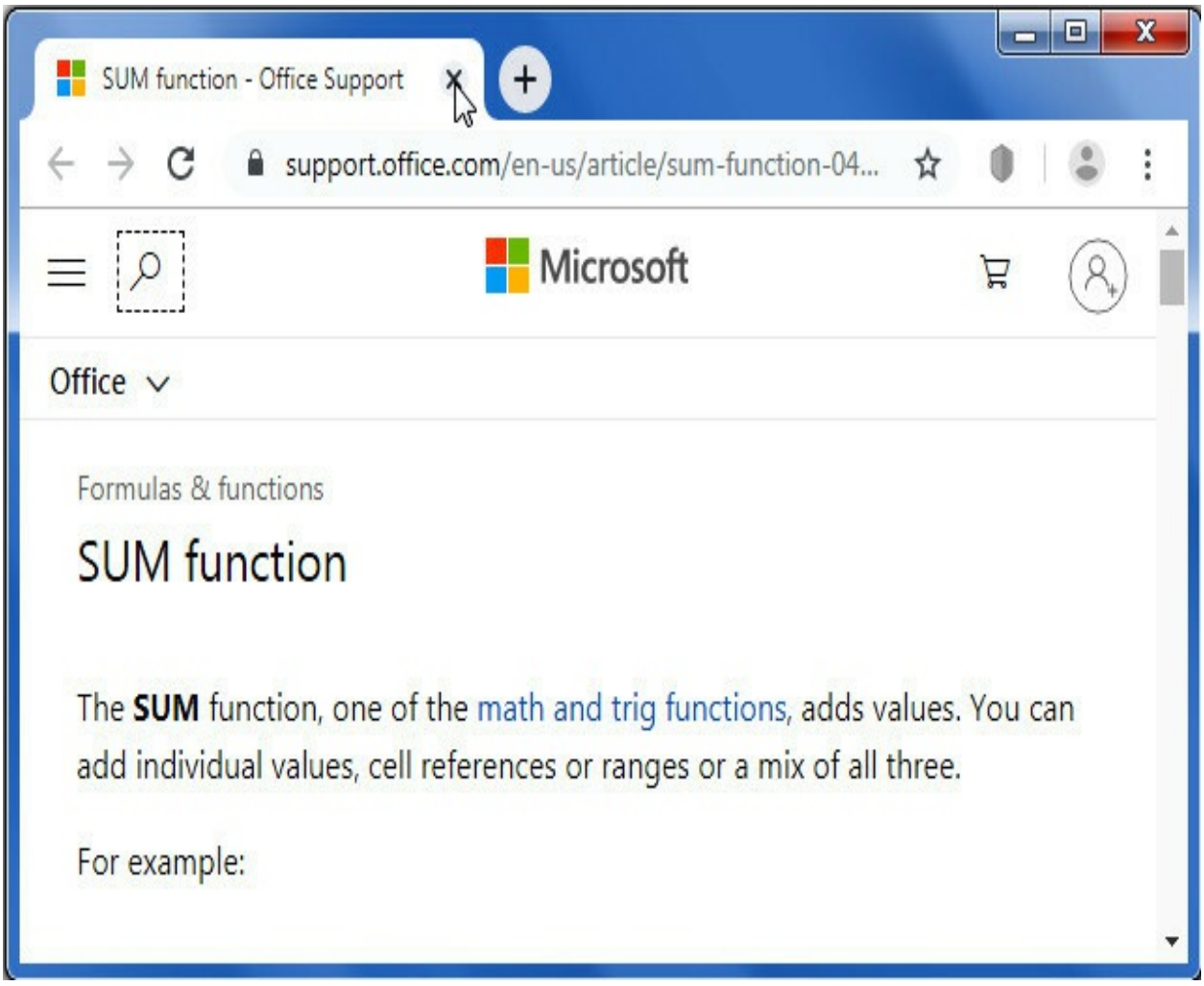


5. Click **Cancel** to close the **Function Arguments** dialog box. **Use function ScreenTips**
1. Double-click a cell that contains a formula.

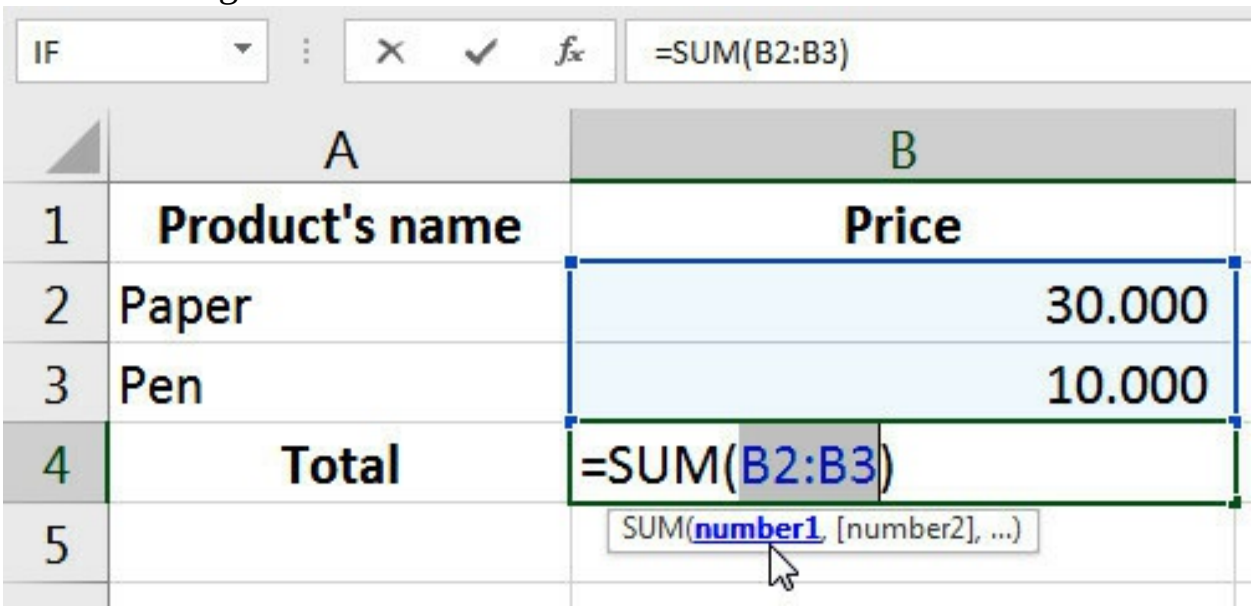
2. In the **ScreenTip**, click the function name to open the Help file entry for the function.



3. Click the **Close** button to close the Help window.


SUM function - Office Support
support.office.com/en-us/article/sum-function-04...
Microsoft
Office
Formulas & functions
SUM function
The SUM function, one of the math and trig functions, adds values. You can add individual values, cell references or ranges or a mix of all three.
For example:

4. Click an argument to select the cells to which it refers.



12 BASIC EXCEL FUNCTIONS

#1: SUM()

What this function does: Adds all the numbers in a range of cells. **Usage:** =SUM(number1, [number2], …)

Example:

=SUM(12,65,193,54) [Result: 324]
=SUM(A1:D1)

#2: AVERAGE()

What this function does: Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Usage: =AVERAGE(number1, [number2], …)

Example:

=AVERAGE(95,87,61,94,88,75) [Result: 83.33333]
=AVERAGE(A1:C10)

#3: LEN()

What this function does: Returns the number of characters in a text string.

Usage: =LEN(text)
Example:
=LEN("Hello") [Result: 5]
=LEN(A1)

#4: TRIM()

What this function does: Removes all spaces from a text string except for single spaces between words.

Usage: =TRIM(text)
Example:

=TRIM(" Remove extra spaces from this text.") *[Result: Remove extra spaces from this text.]*
=TRIM(A1)

#5: RAND()

What this function does: Returns a random number greater than or equal to 0 and less than 1, evenly distributed (changes on recalculation).

Usage: =RAND()
Example:
=RAND()

Note:

If you want a different range for your random number,
multiply the result by 10, 100, 1000, etc. or use the RANDBETWEEN function.

#6: NOW()

What this function does: Returns the current date and time formatted as date and time.

Usage: =NOW()
Example:
=NOW()

Note: Use Excel's built-in number formats to format the date and time produced by the NOW function to your desired format.

#7: IF()

What this function does: Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE. **Usage:** =IF(logical_test, [value_if_true], [value_if_false])

Example:
=IF(10>2,"YES","NO") *[Result: YES]*
=IF(2>10,"YES","NO") *[Result: NO]*
=IF(A1>B1,"YES","NO")

#8: COUNT()

What this function does: Counts the number of cells in a range that contain numbers.

Usage: =COUNT(number1, [number2], …)
Example:
=COUNT(10,"ABC",5) *[Result: 2]*
=COUNT(A1:C10)

#9: LEFT()

What this function does: Returns the specified number of characters from the start of a text string.

Usage: =LEFT(text, [num_chars])
Example:
=LEFT("Open Sesame",4) *[Result: Open]*
=LEFT(A1)

#10: RIGHT()

What this function does: Returns the specified number of characters from the end of a text string.

Usage: =RIGHT(text, [num_chars])
Example:
=RIGHT("Open Sesame",6) *[Result: Sesame]*
=RIGHT(A1)

#11: MID()

What this function does: Returns the specified number of characters from the middle of a text string, given a starting position and length.

Usage: =MID(text, start_num, num_chars)

Example:

=MID(“Open Sesame”,2,3) *[Result: pen]*

=MID(A1,2,3)

#12: CONCATENATE()

What this function does: Joins several strings into one text string. **Usage:** =CONCATENATE(text1, [text2], …)

Example:

=CONCATENATE(“One “,”small “,”step “,”for “,”mankind.”) *[Result: One small step for mankind.]*

=CONCATENATE(A1,B1,C1,D1)

CHAPTER 7
CREATING CHARTS AND GRAPHICS

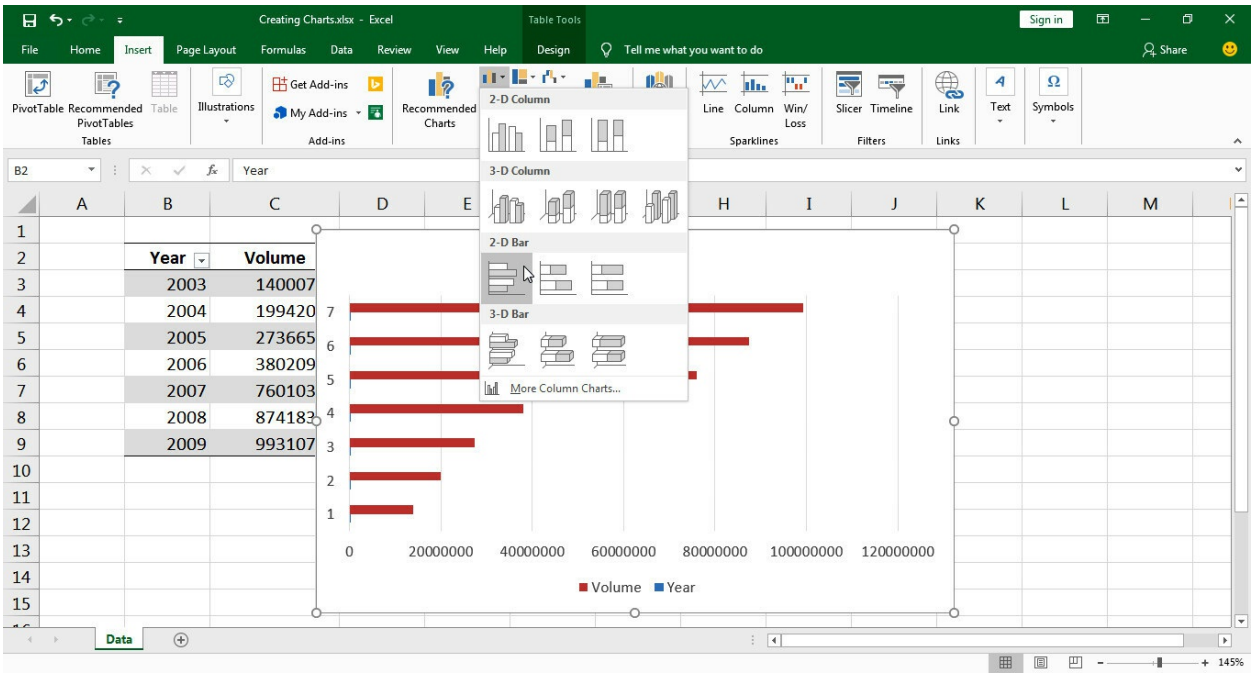
CREATING CHARTS

In this section you’ll create a chart, change how the chart plots data, move chart within a worksheet and move chart.

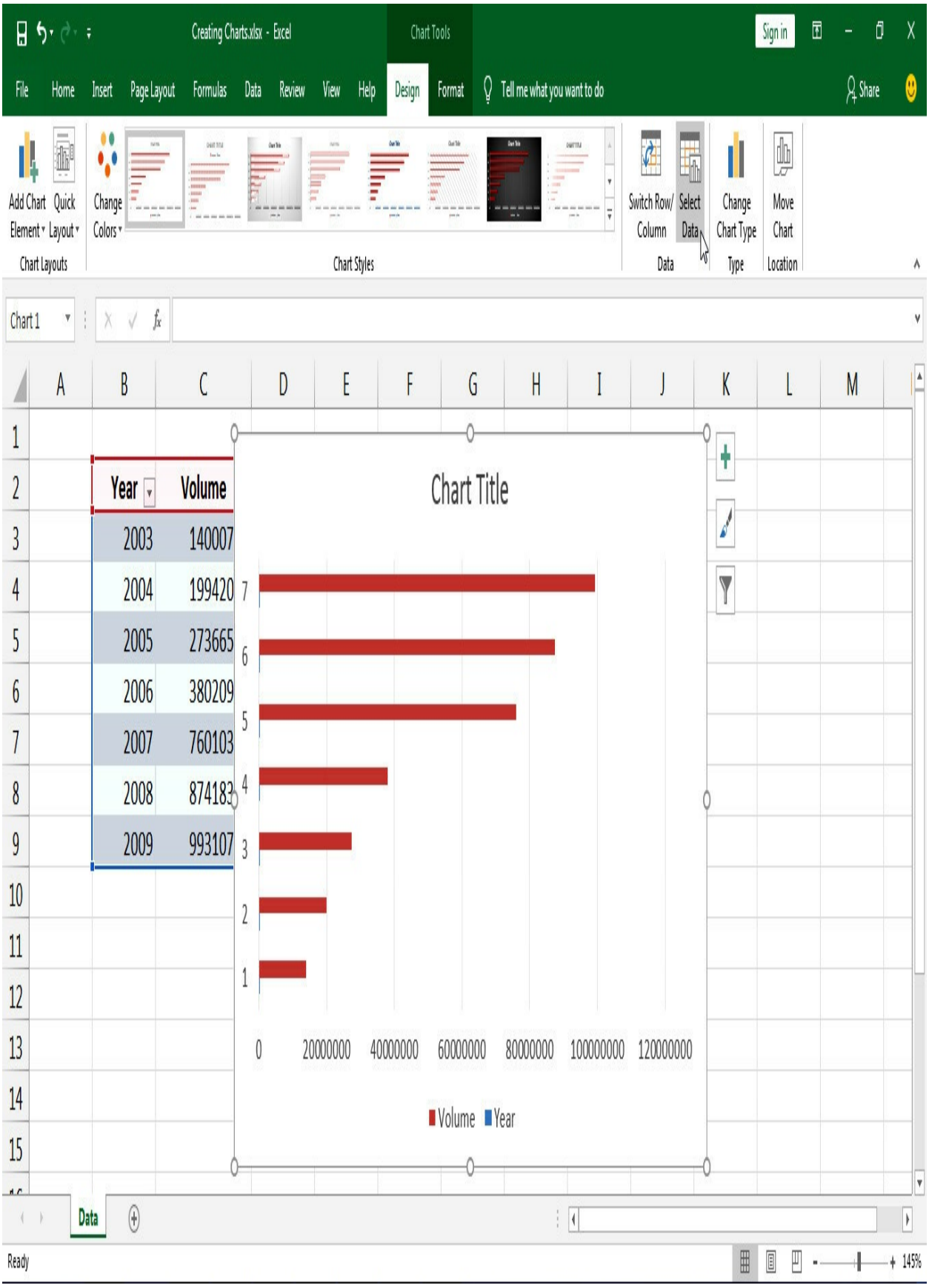
Creating Charts

1. On the **Data** worksheet, click any cell in the Excel table.

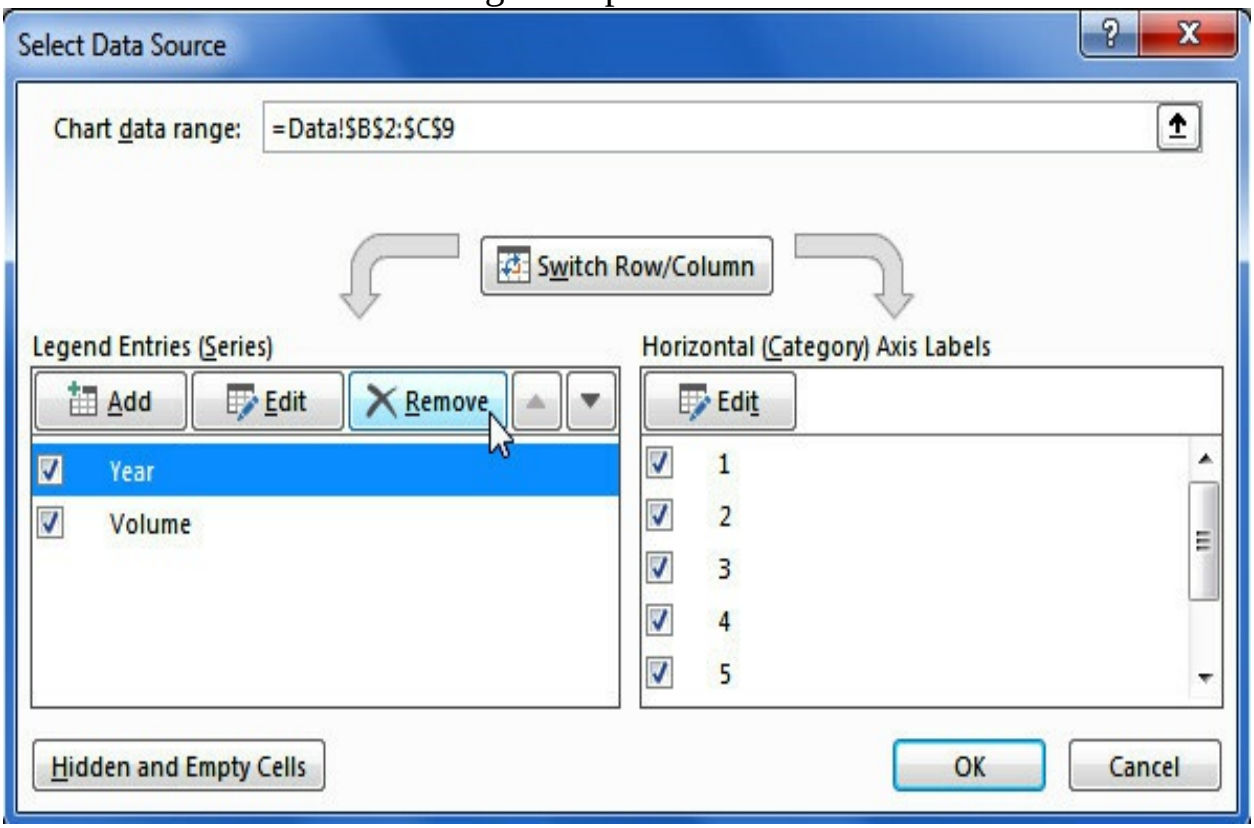
2. On the **Insert** tab, in the **Charts** group, click **Bar** and then in the **2D Bar** group, click the chart subtype is named **Clustered Bar**. Excel will creates the chart with both the **Year** and **Volume** data series plotted in the body of the chart.



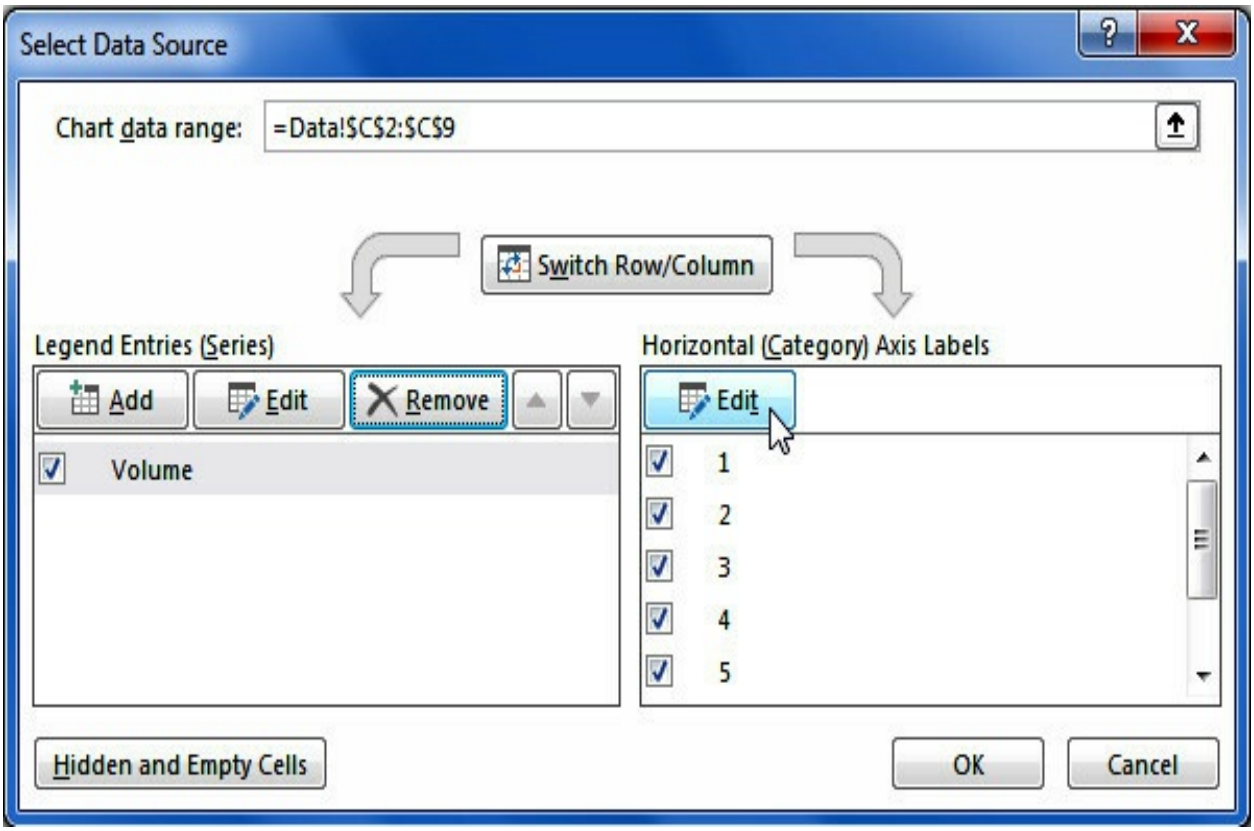
3. On the **Design** tab, in the **Data** group, click **Select Data**.


Creating Charts.xlsx - Excel
Chart Tools
Sign in
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Design
Format
Tell me what you want to do
Share
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Switch Row/ Column
Select Data
Data
Change Chart Type
Type
Move Chart
Location
Chart 1
Year
Volume
2003 140007
2004 199420
2005 273665
2006 380209
2007 760103
2008 874183
2009 993107
Chart Title
0
20000000
40000000
60000000
80000000
100000000
120000000
Volume
Year
Data
Ready
145%

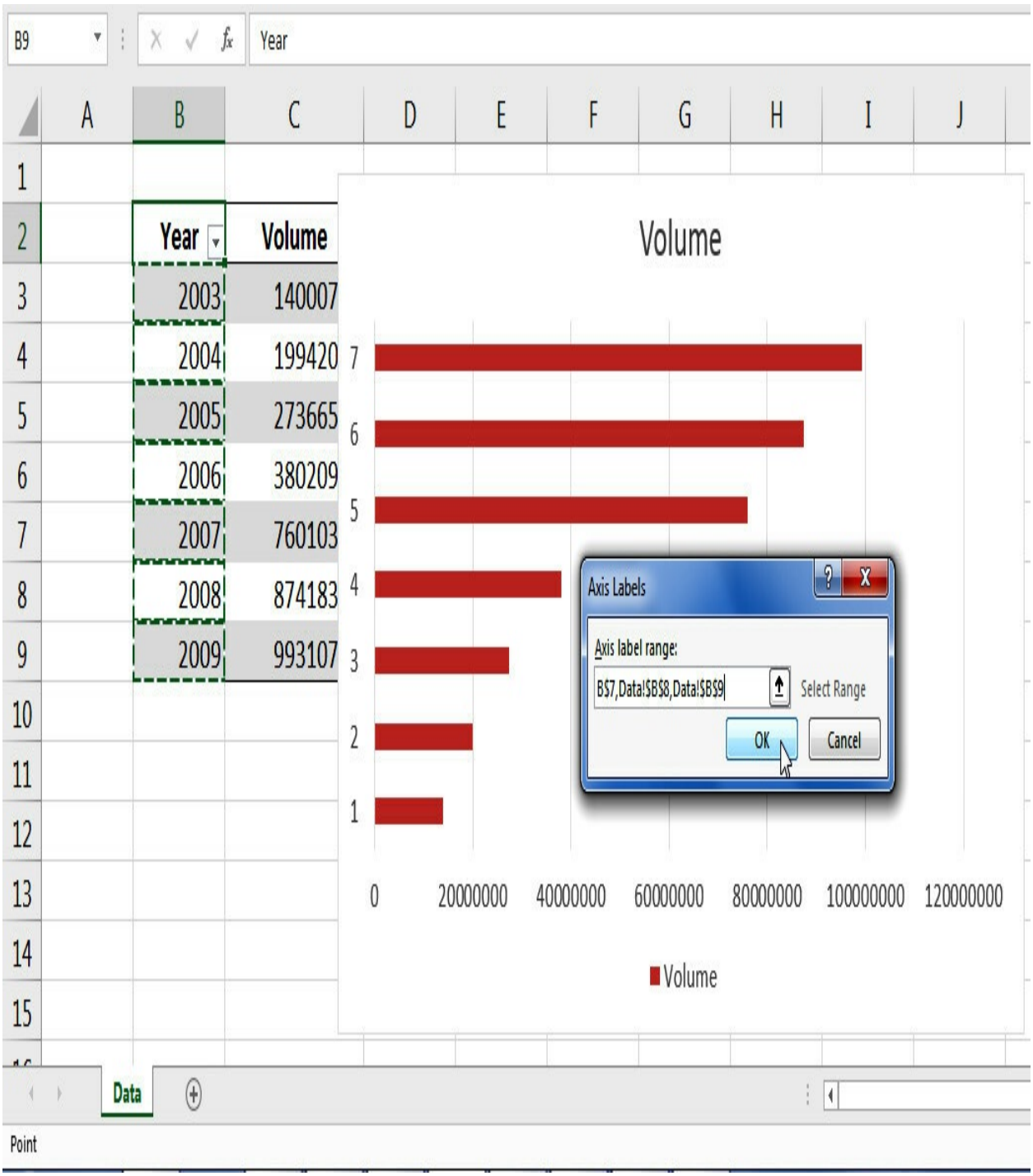
The **Select Data Source** dialog box opens.



4. In the **Legend Entries (Series)** area, click **Year**.
5. Click **Remove**.
The **Year** series disappears.
6. In the **Horizontal (Category) Axis Labels** area, click **Edit**.



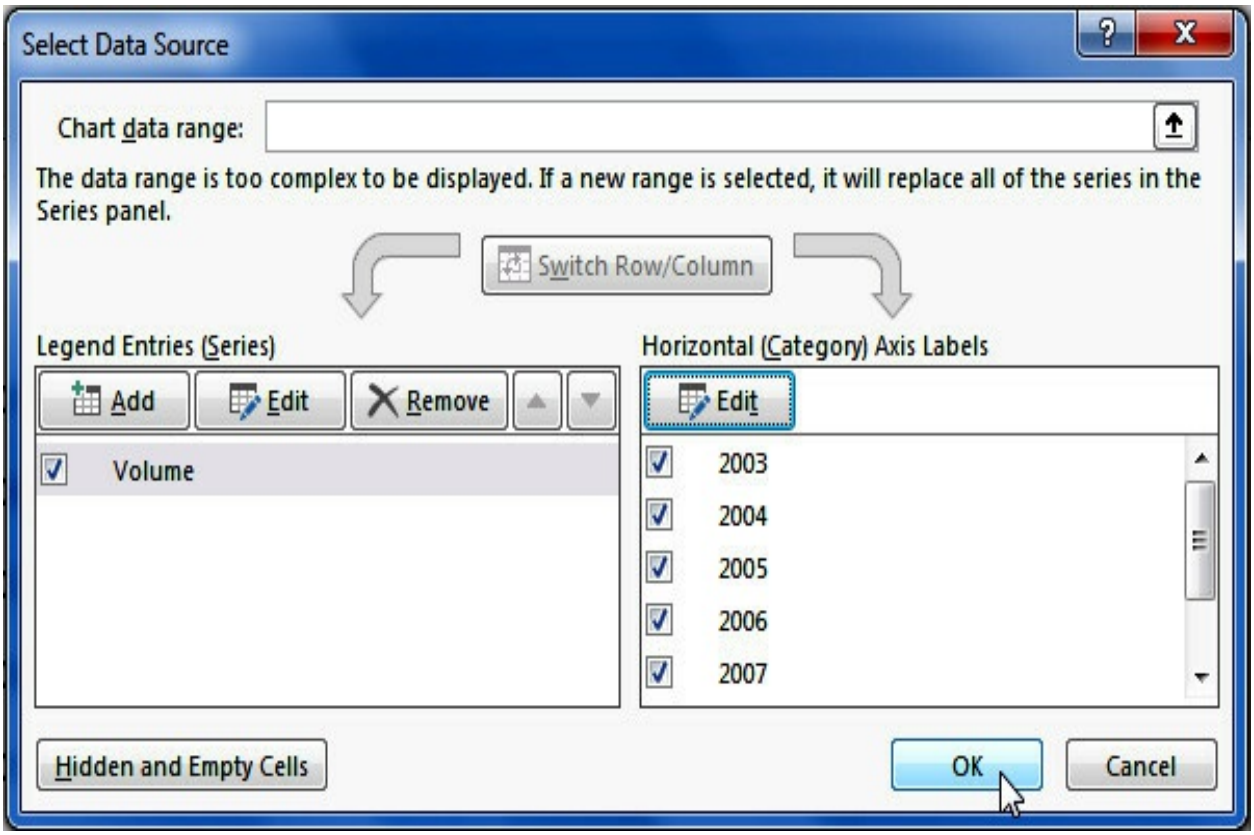
The **Axis Labels** dialog box opens.



7. Select cells **B3:B9**, and then click **OK**.

The Axis Labels dialog box closes, and the **Select Data Source** dialog box reappears with the years in the **Horizontal (Category) Axis Labels** area.

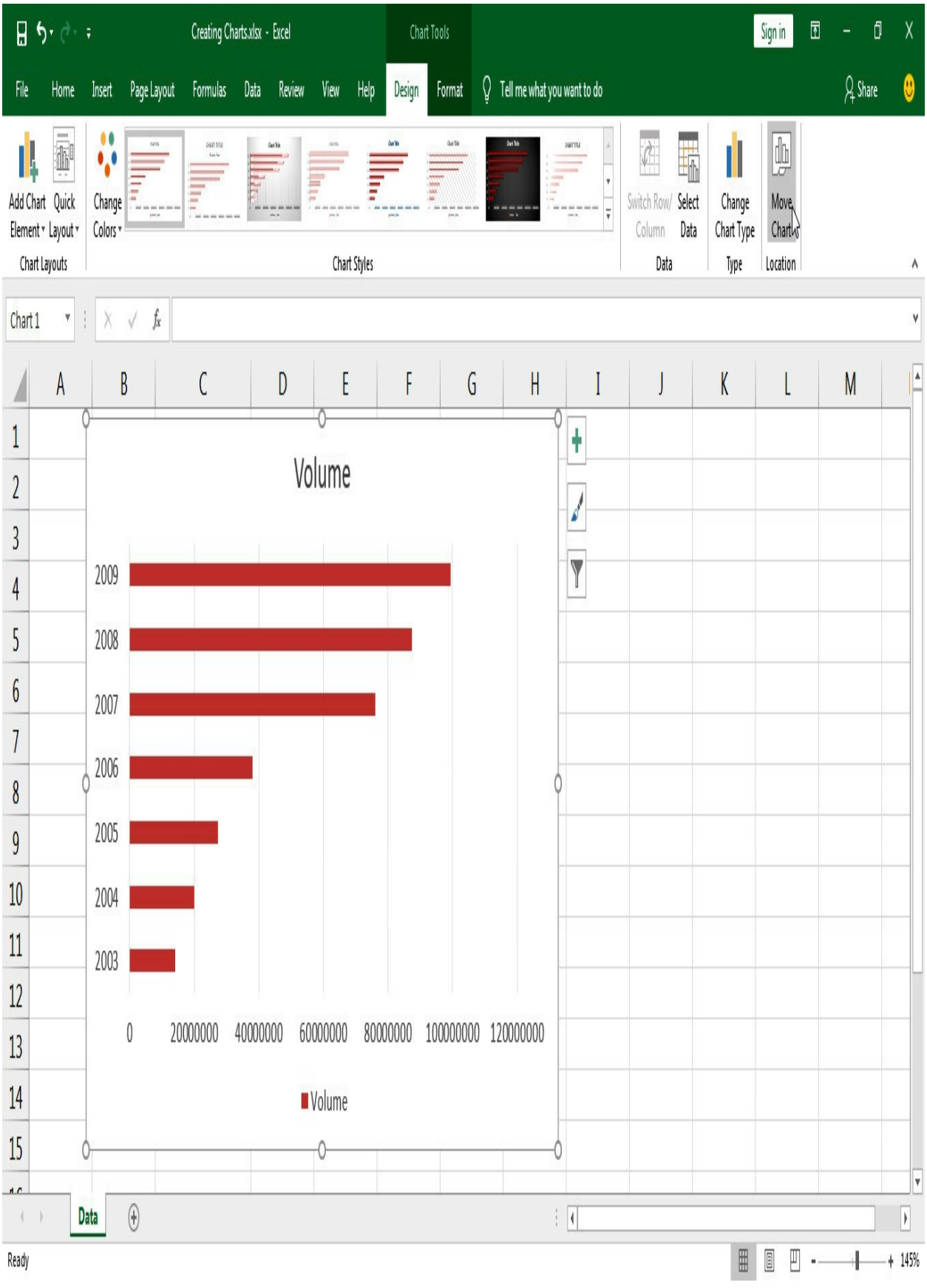
8. Click **OK**.



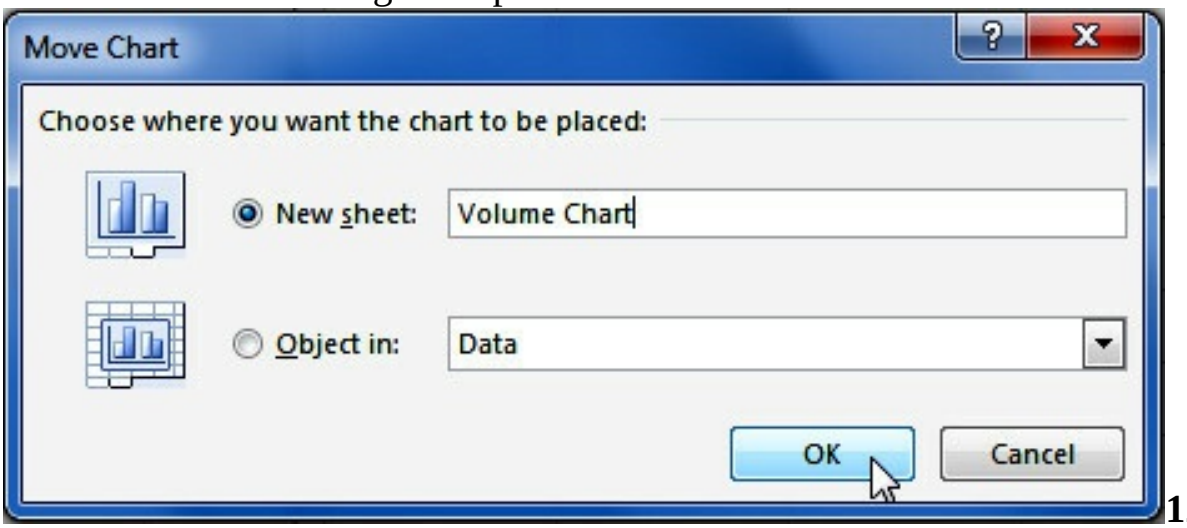
Excel redraws chart, using the years as the values for the horizontal axis.

9. Move the mouse pointer over the body of the chart. The mouse pointer changes to a four-headed arrow.
10. Drag the chart up and to the left so that it covers the Excel table.

11. On the **Design** tab, in the **Location** group, click **Move Chart**.

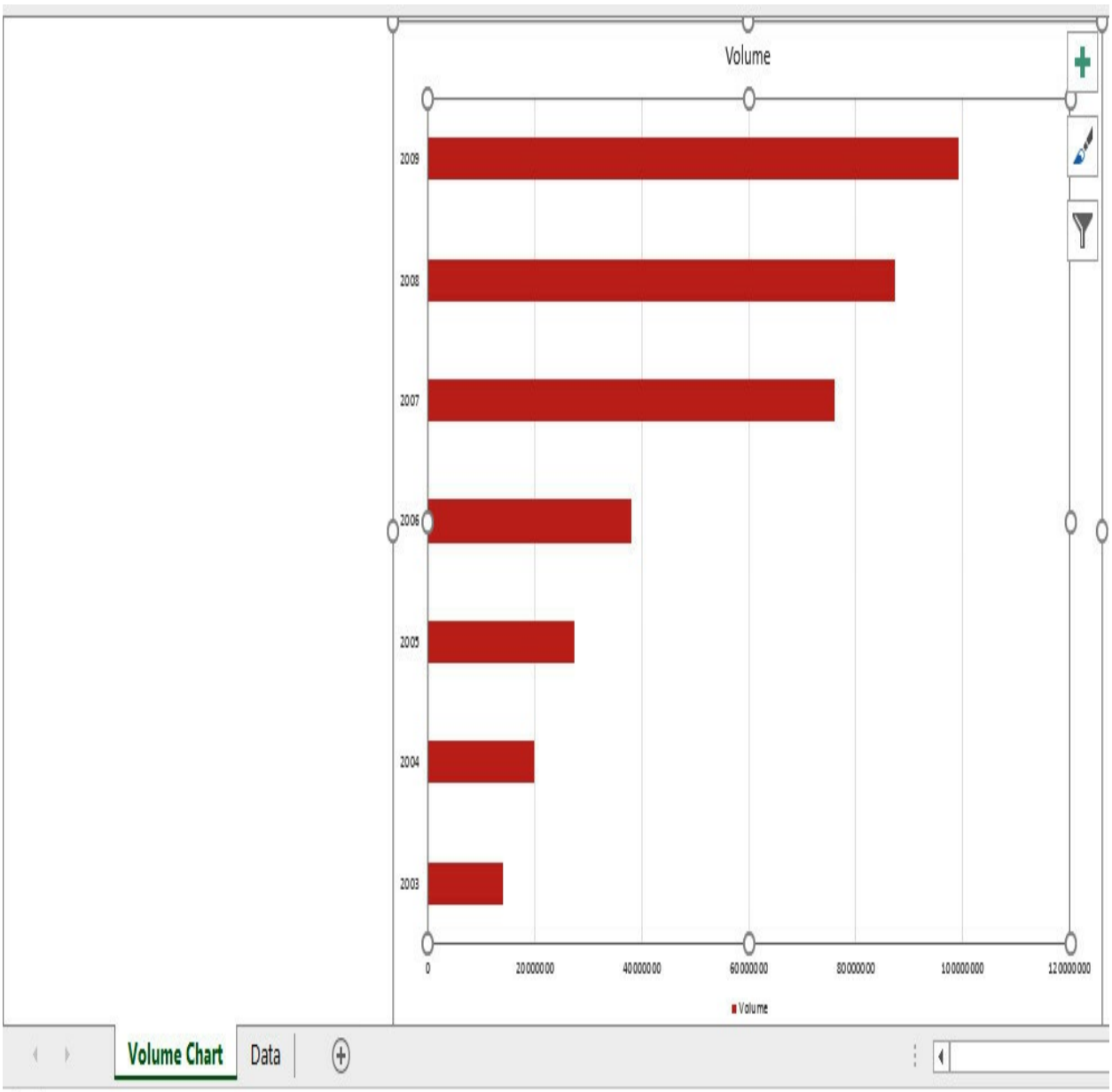

Creating Charts.xlsx - Excel
Chart Tools
Sign in
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Design
Format
Tell me what you want to do
Share
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Switch Row/ Column
Select Data
Data
Change Chart Type
Type
Move Chart
Location
Chart 1
Volume
2009
2008
2007
2006
2005
2004
2003
0
20000000
40000000
60000000
80000000
100000000
120000000
Volume
Data
Ready
145%

The **Move Chart** dialog box opens.



12. Click **New sheet**, type **Volume Chart** in the sheet name box, and then click **OK**.

Your chart appears on a chart sheet named **Volume Chart**.



Customizing the Appearance of Charts

If you want to change a chart's appearance, select the chart and then, on the **Design** tab, click a style in the **Chart Styles** gallery. The gallery contains far more chart styles than are shown on the ribbon— to select a new look for your chart, click the **More** button at the gallery's lower-right corner, and then click the design you want.

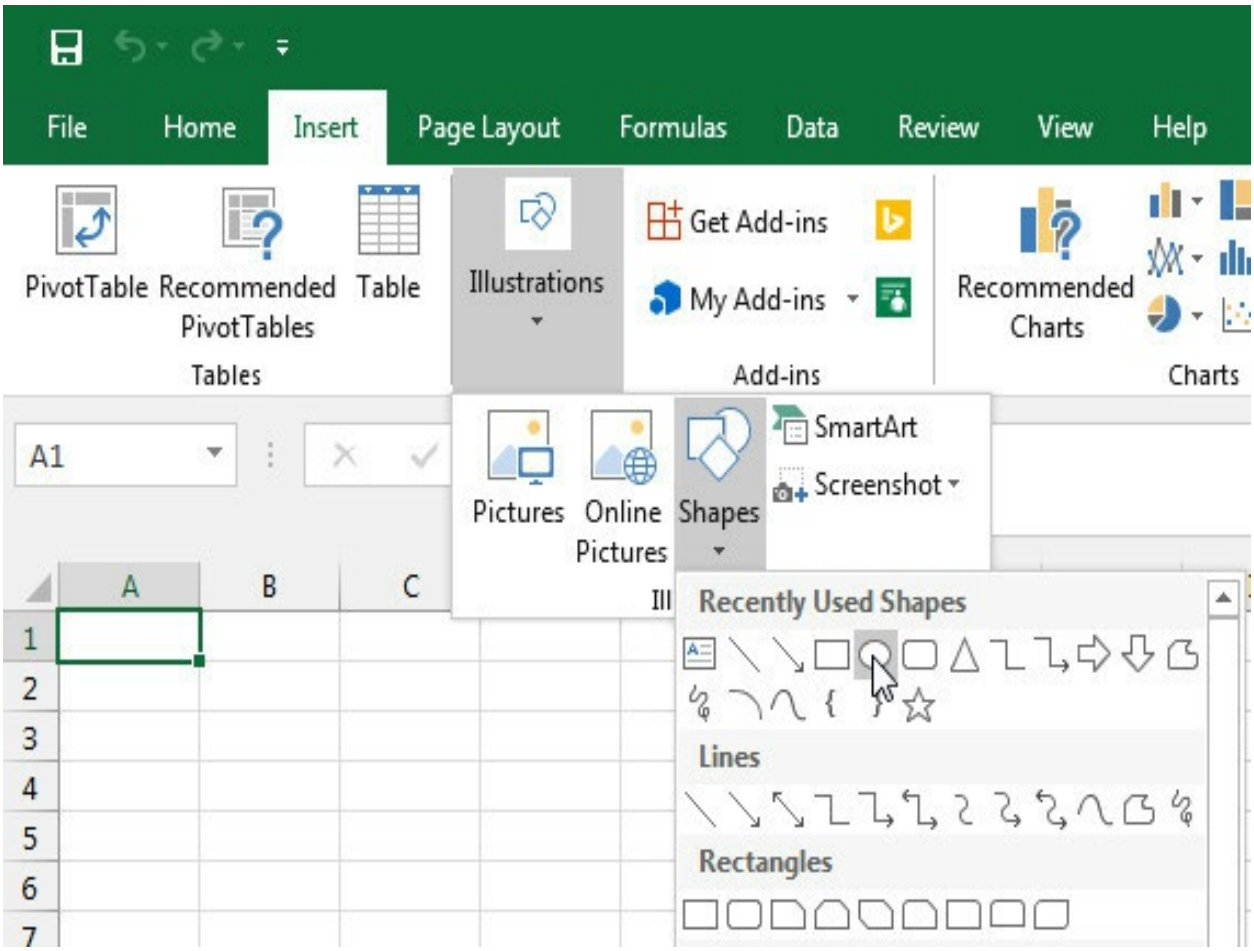
Tip

Thestylesinthe **ChartStyles**galleryaretiedtoyourworkbook's theme. If you change your workbook's theme, Excel changes chart's appearance to with the new theme's colors.

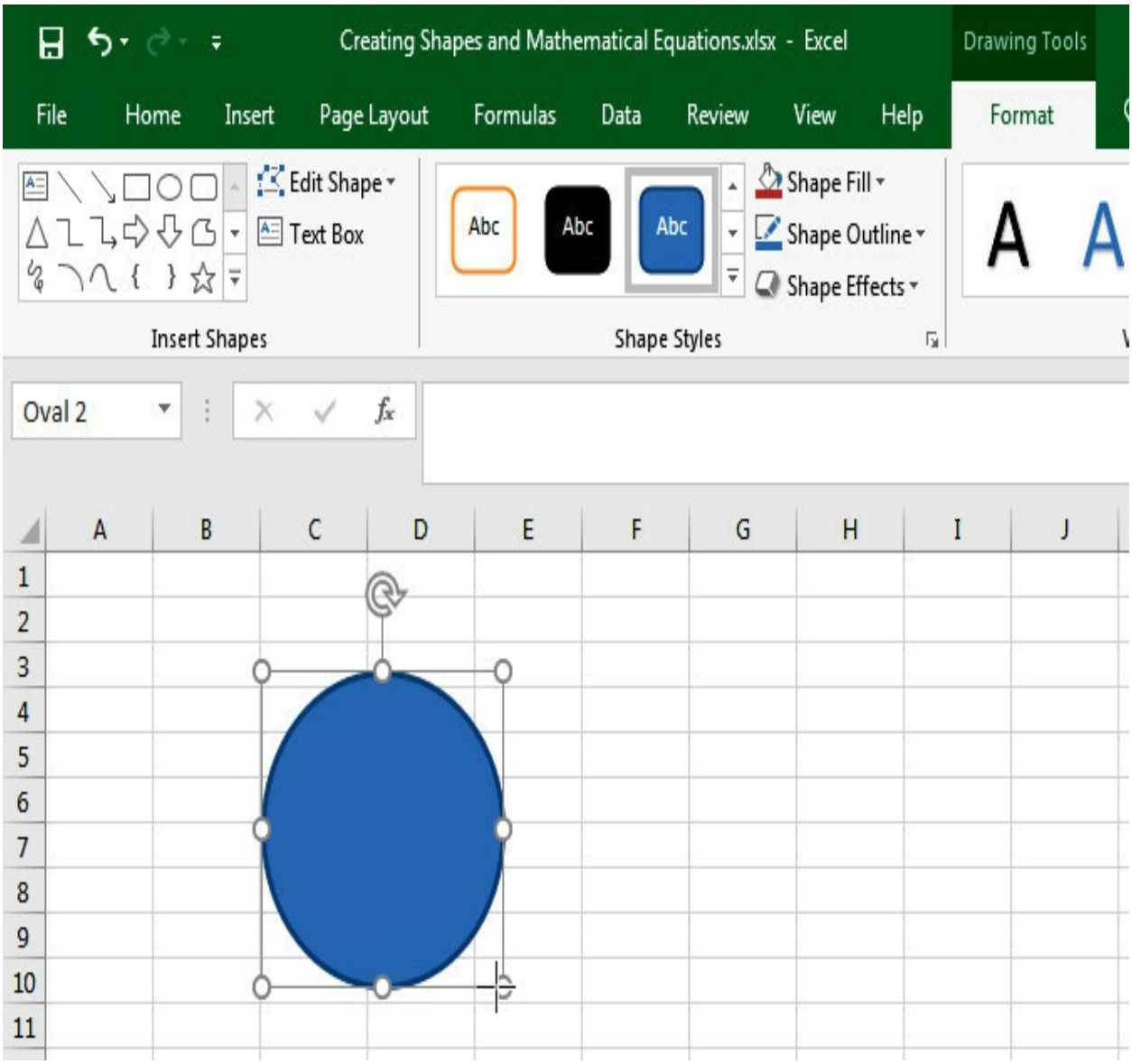
CREATING SHAPES AND MATHEMATICALEQUATIONS

In this section, you'll create a circle and a rectangle, change the shapes' formatting, reorder the shapes, align the shapes, add text to the circle, and then add an equation to the rectangle.

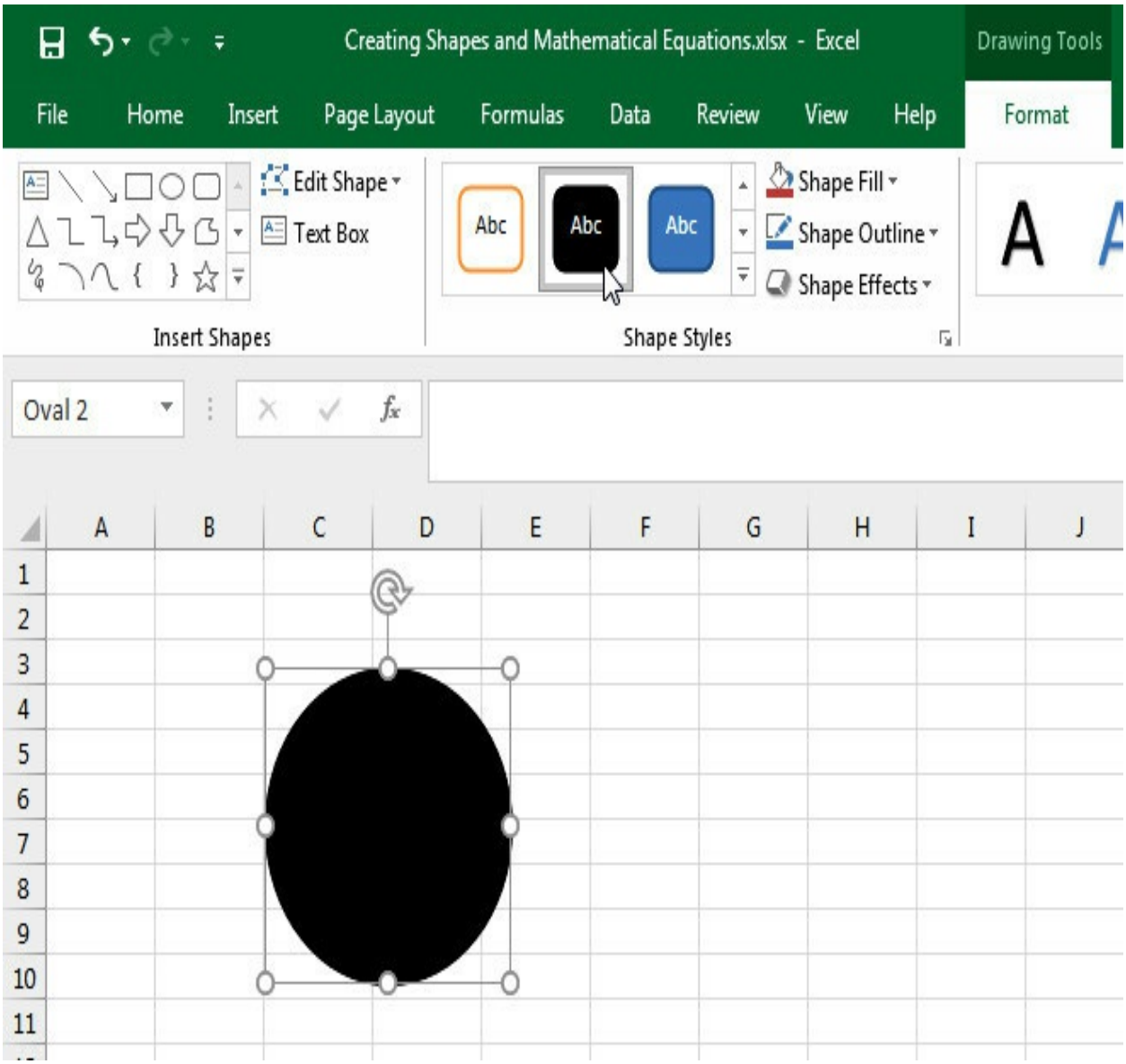
1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button, and then click the **Oval**.



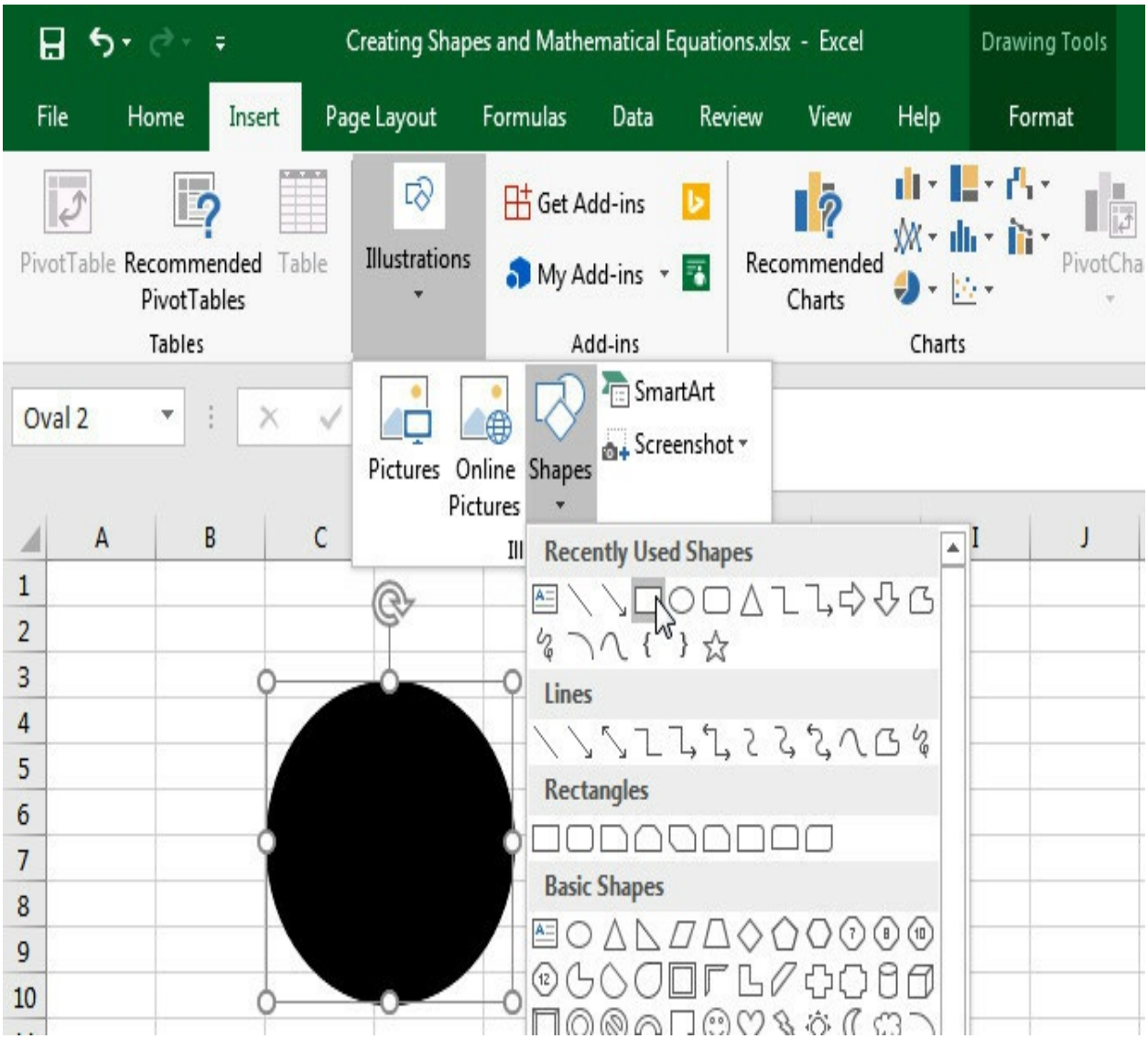
The mouse pointer changes to a black crosshair.



2. Starting near cell **C3**, hold down the Shift key and drag the mouse pointer to approximately cell **E9**. And then draws a circle.
3. On the **Format** contextual tab, in the **Shapes Styles** group's gallery, click the second style.

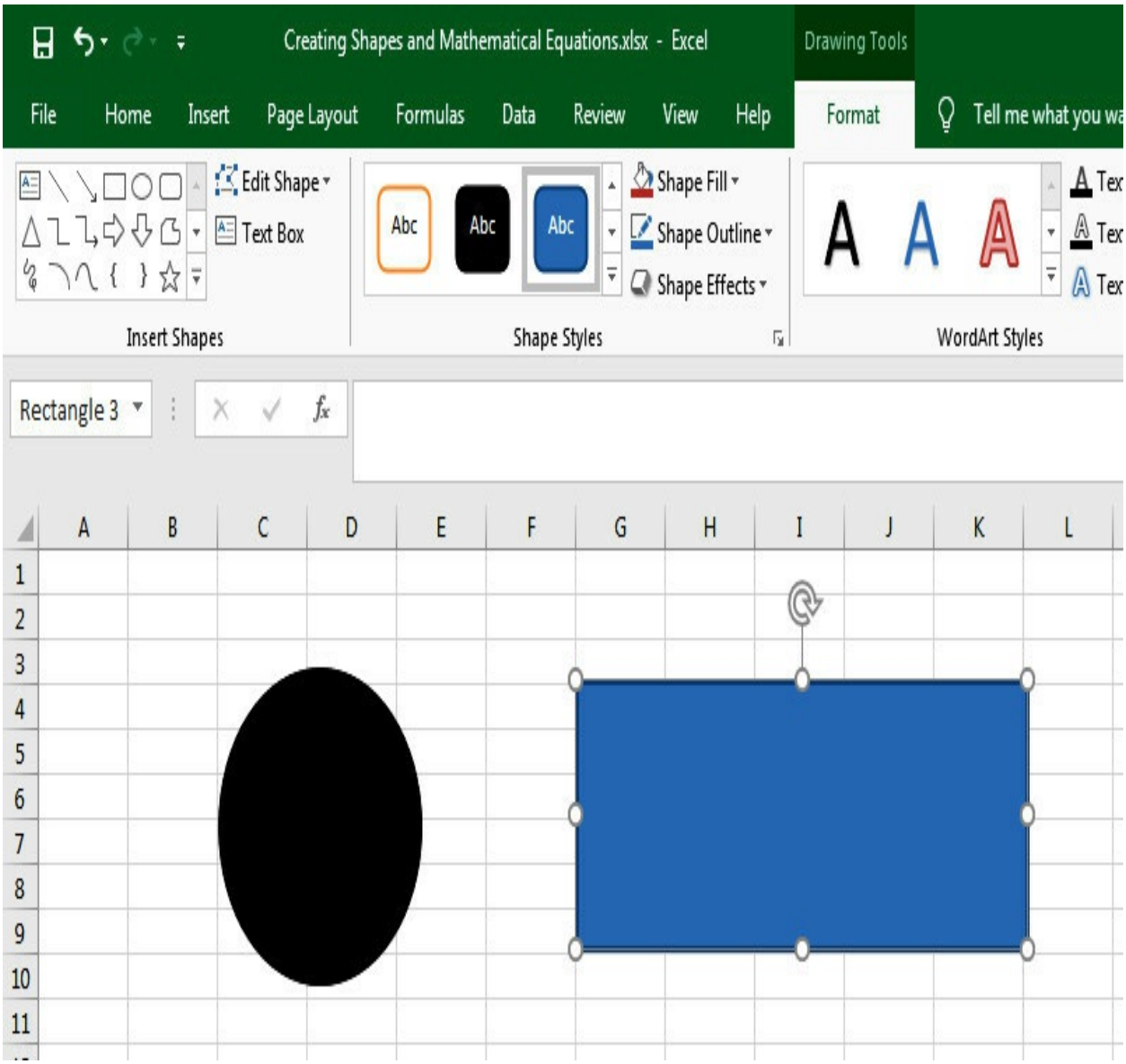


Excel formats the shape with white text and a black background. **4.** On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button, and then click the rectangle shape.



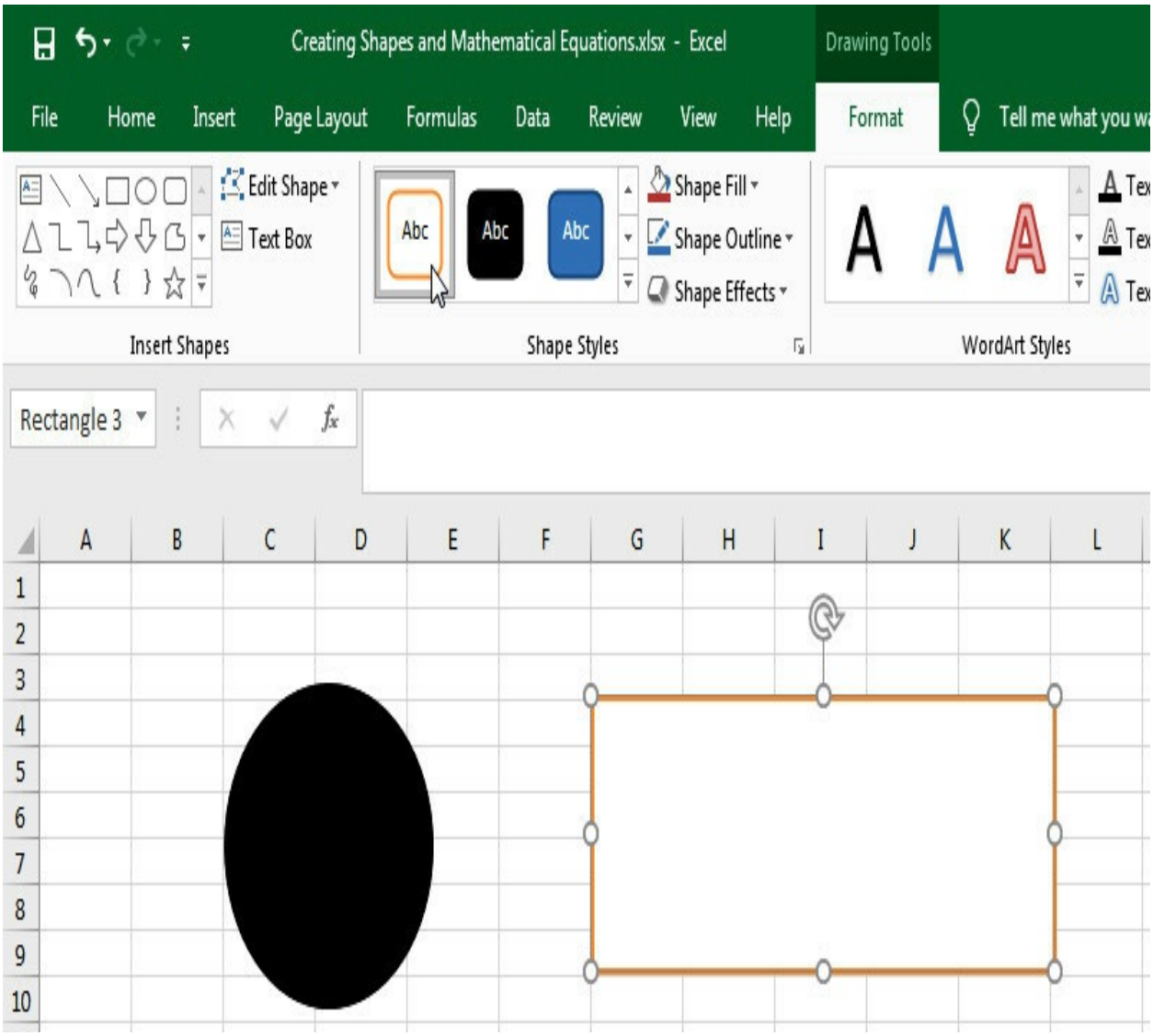
The mouse pointer changes to a black crosshair.

5. Starting near cell **G3**, drag the mouse pointer to cell **K9**. And then draws a rectangle.

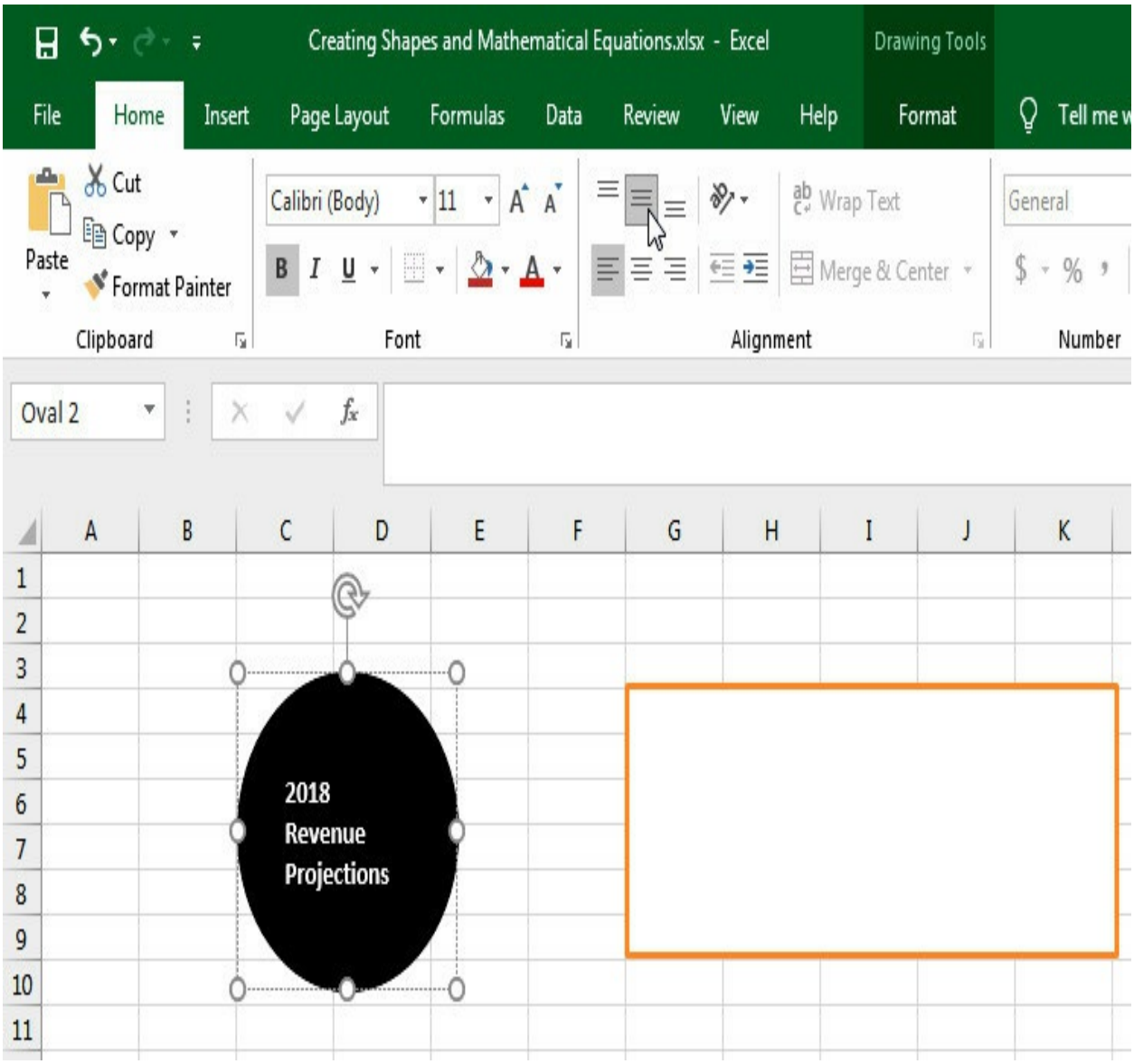


6. On the **Format** contextual tab, in the **Shapes Styles** group's gallery, click the first style.

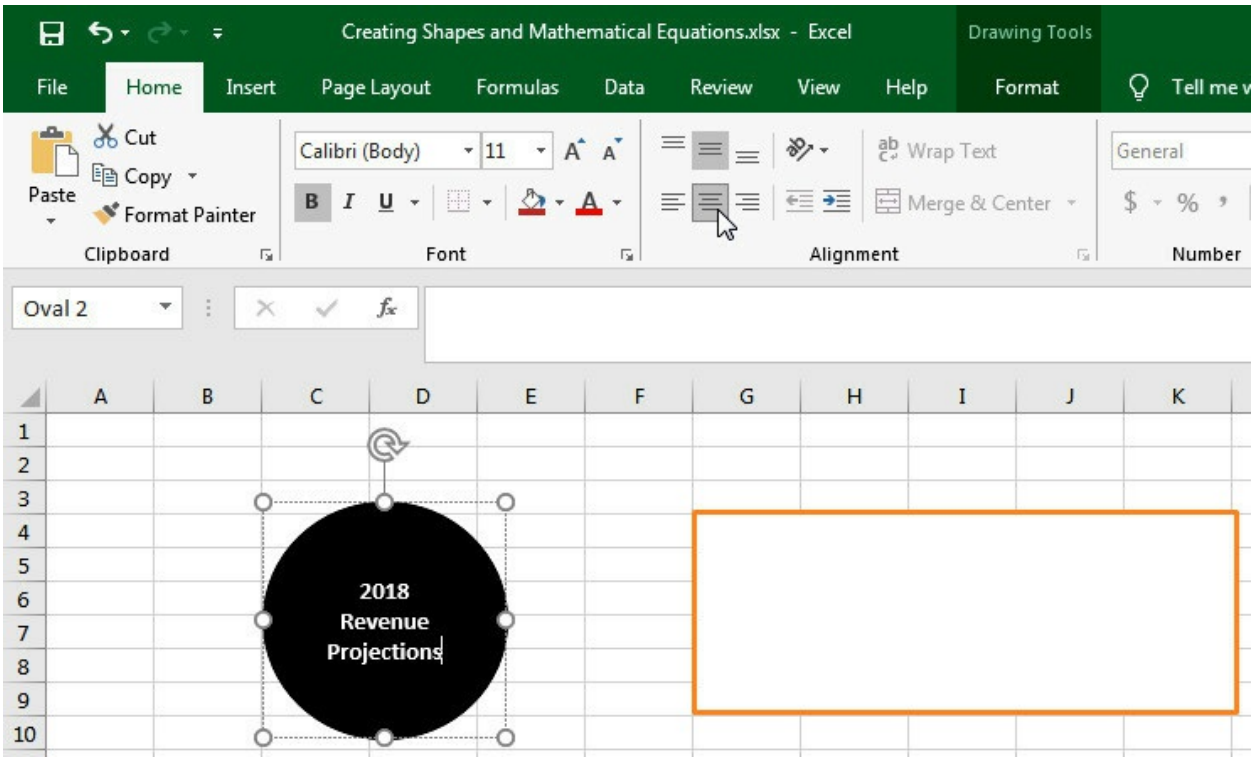
Excel formats the shape with black text, an orange border, and a white background.



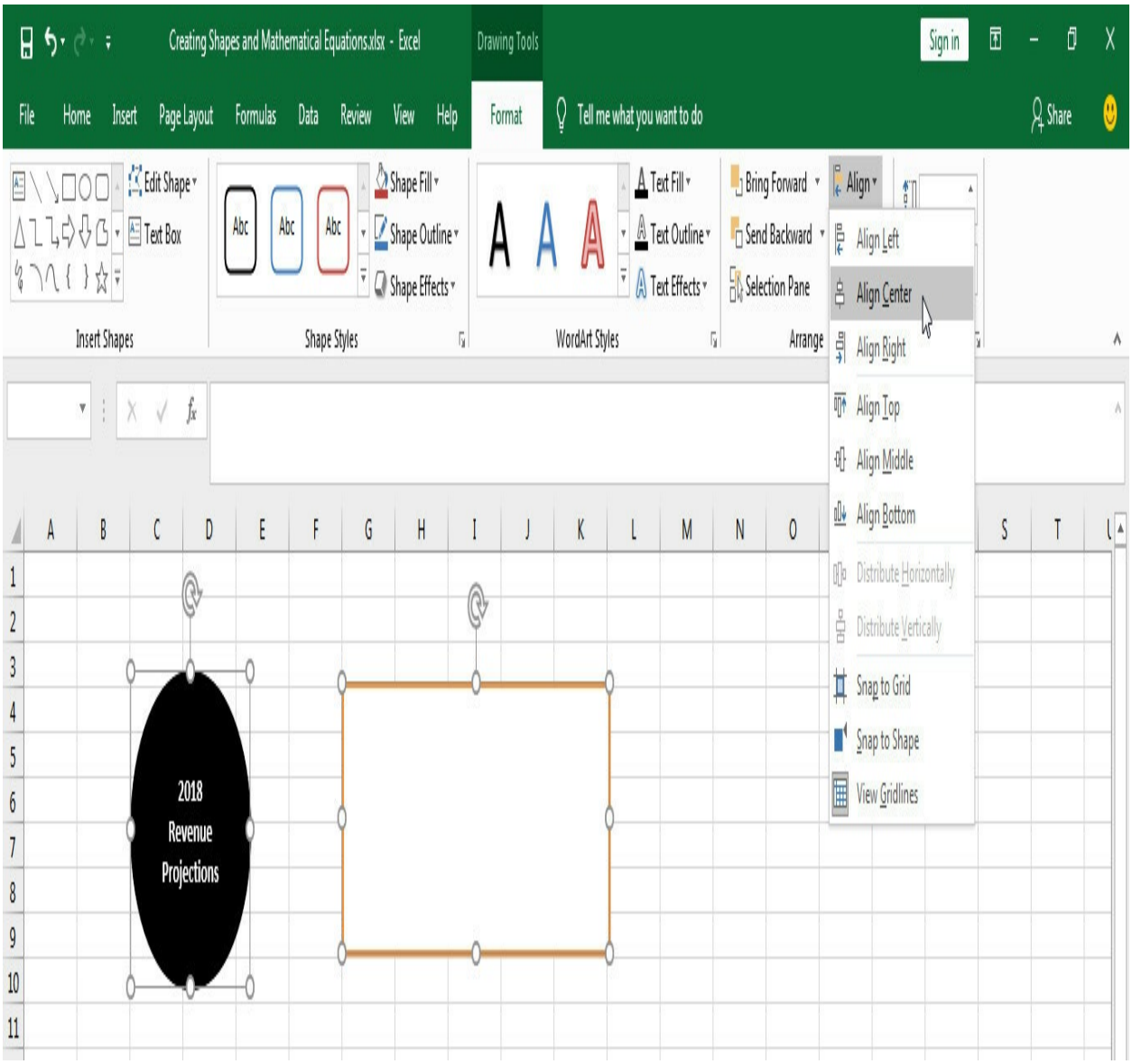
7. Click the circle and type **2018 Revenue Projections**. Then, on the **Home** tab, in the **Alignment** group, click the **MiddleAlign** button. The text is centered vertically within the circle.



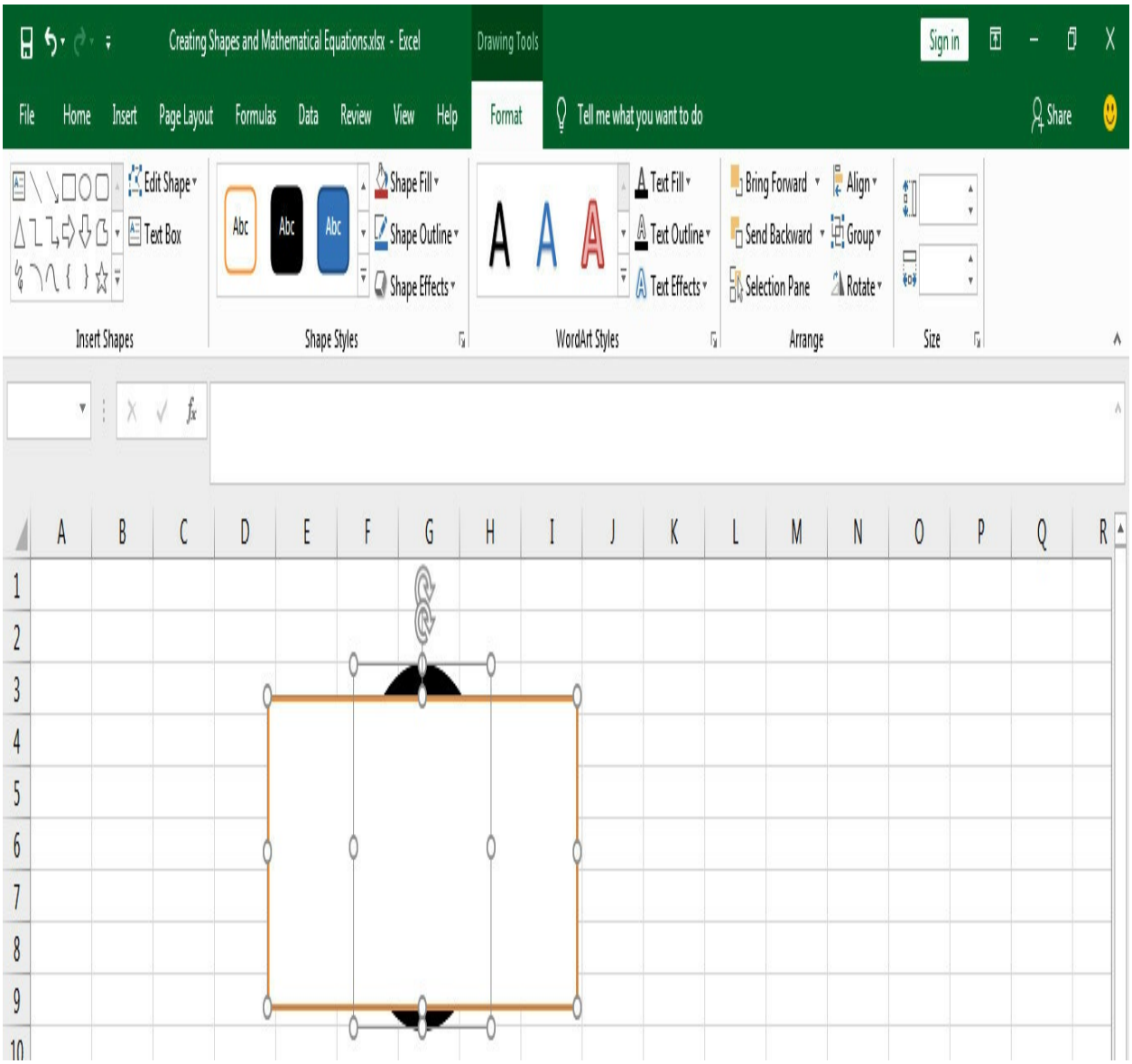
8. On the **Home** tab, in the **Alignment** group, click the **Center** button. The text is centered horizontally within the circle.



9. Hold down **Ctrl** and click the **circle** and the **rectangle**. Then, on the **Format** contextual tab, in the **Arrange** group, click the **Align** button and then click **Align Center**.



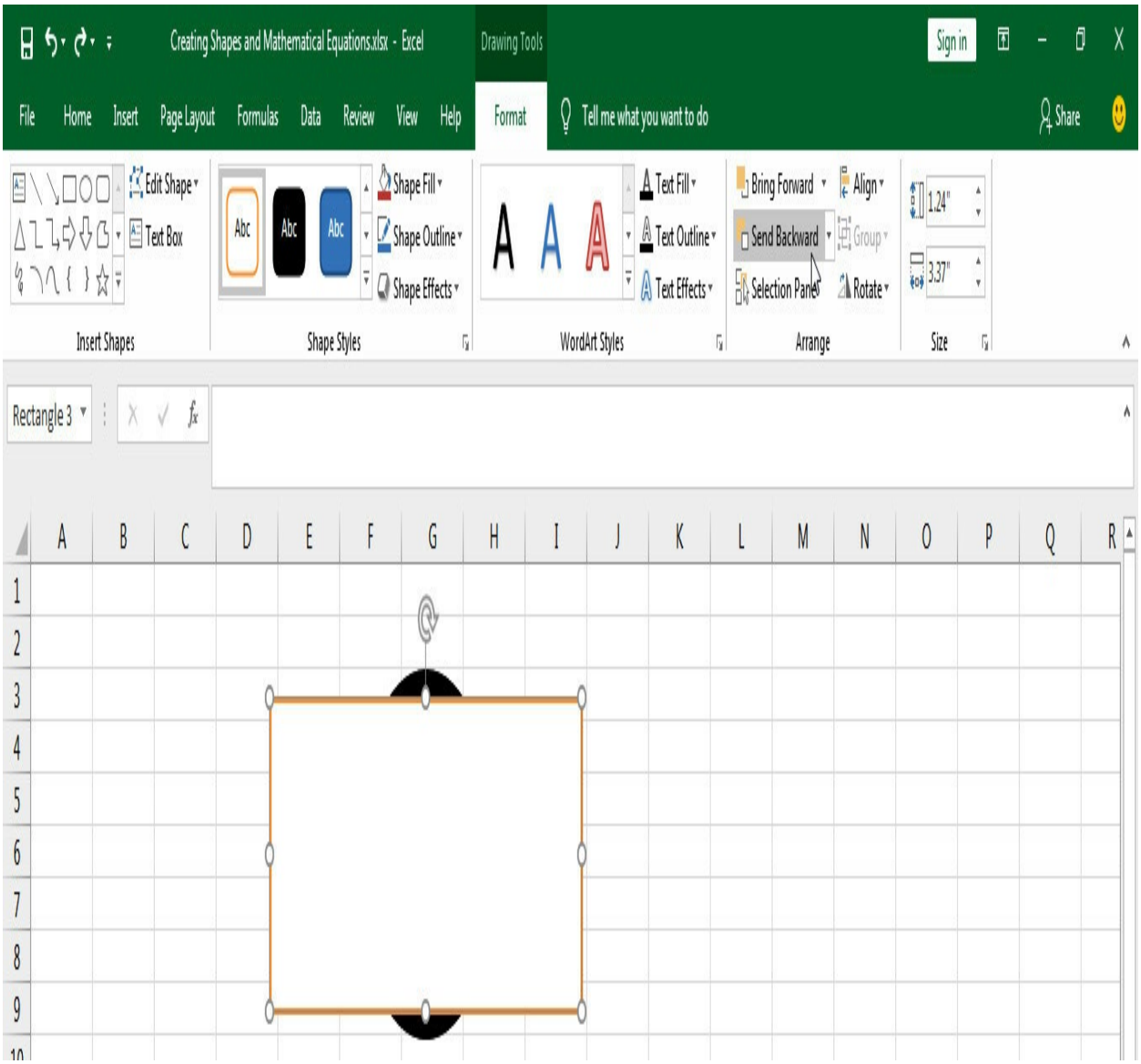
Excel centers the shapes horizontally.



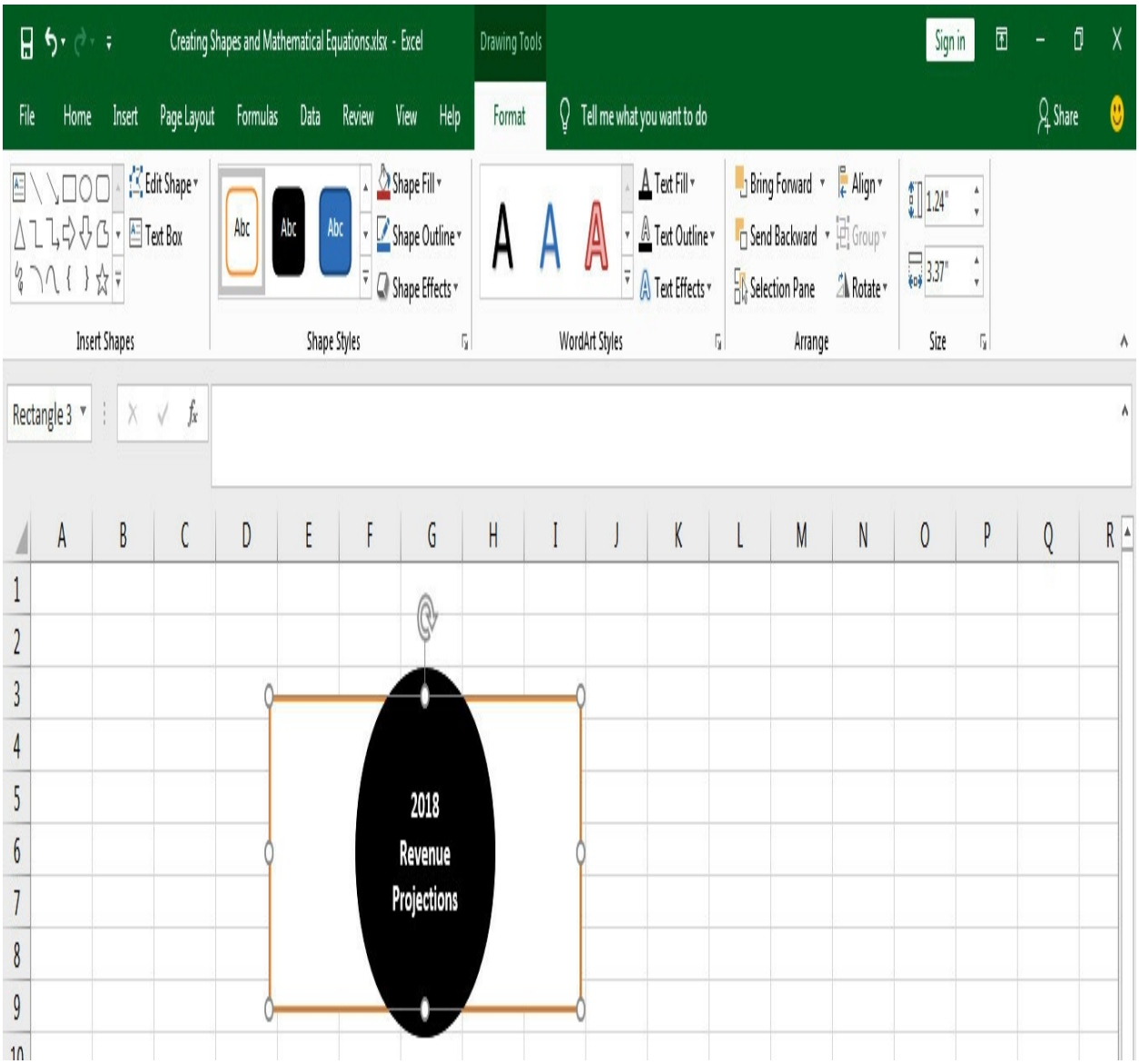
10. Without releasing the selection, on the **Format** contextual tab, in the **Arrange** group, click the **Align** button and then click **Align Middle**. Excel centers the shapes vertically.

11. Click any spot on the worksheet outside of the circle and rectangle, and then click the rectangle.

12. On the **Format** contextual tab, in the **Arrange** group, click **Send Backward**.

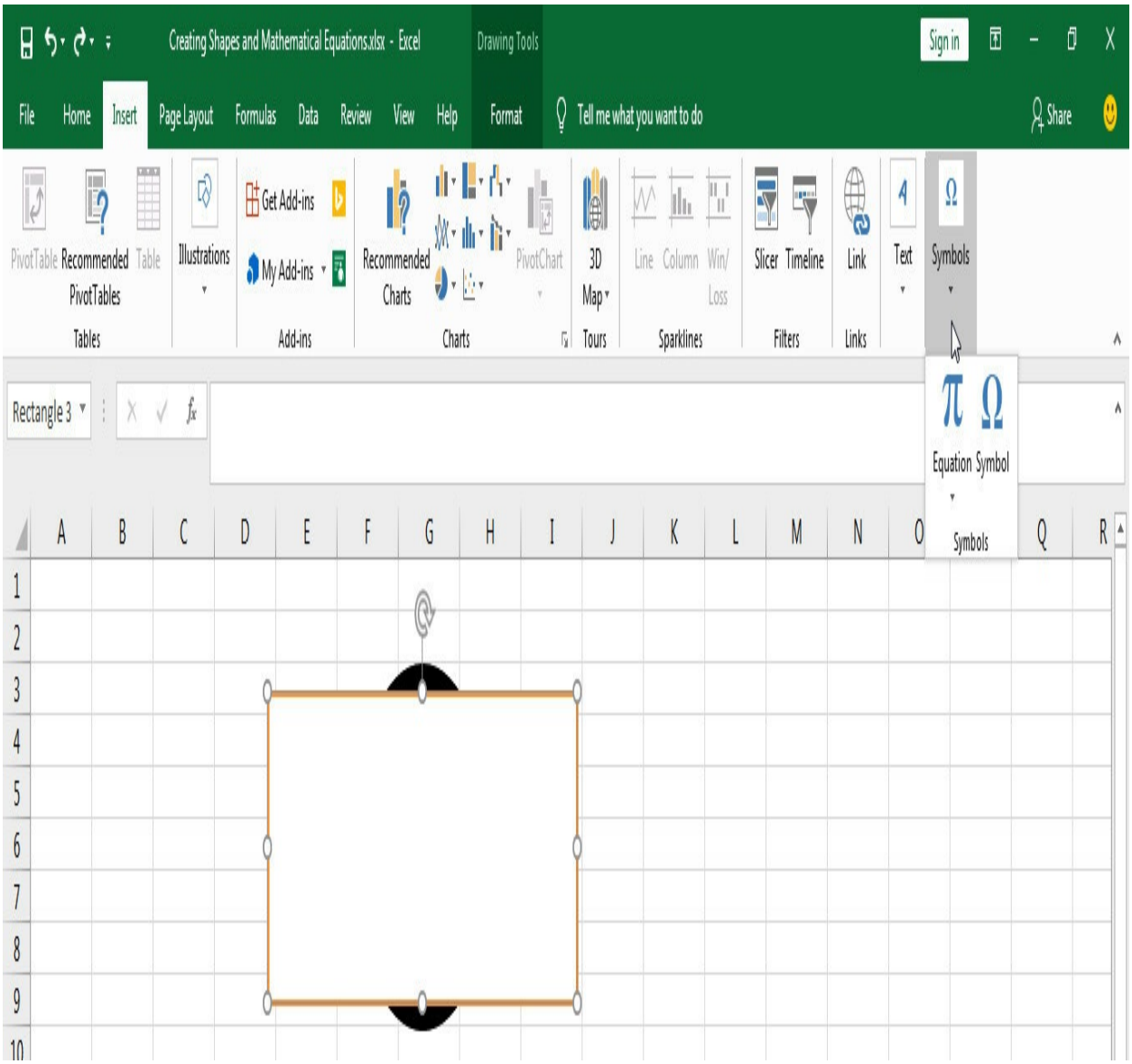


Excel moves the rectangle behind the circle.

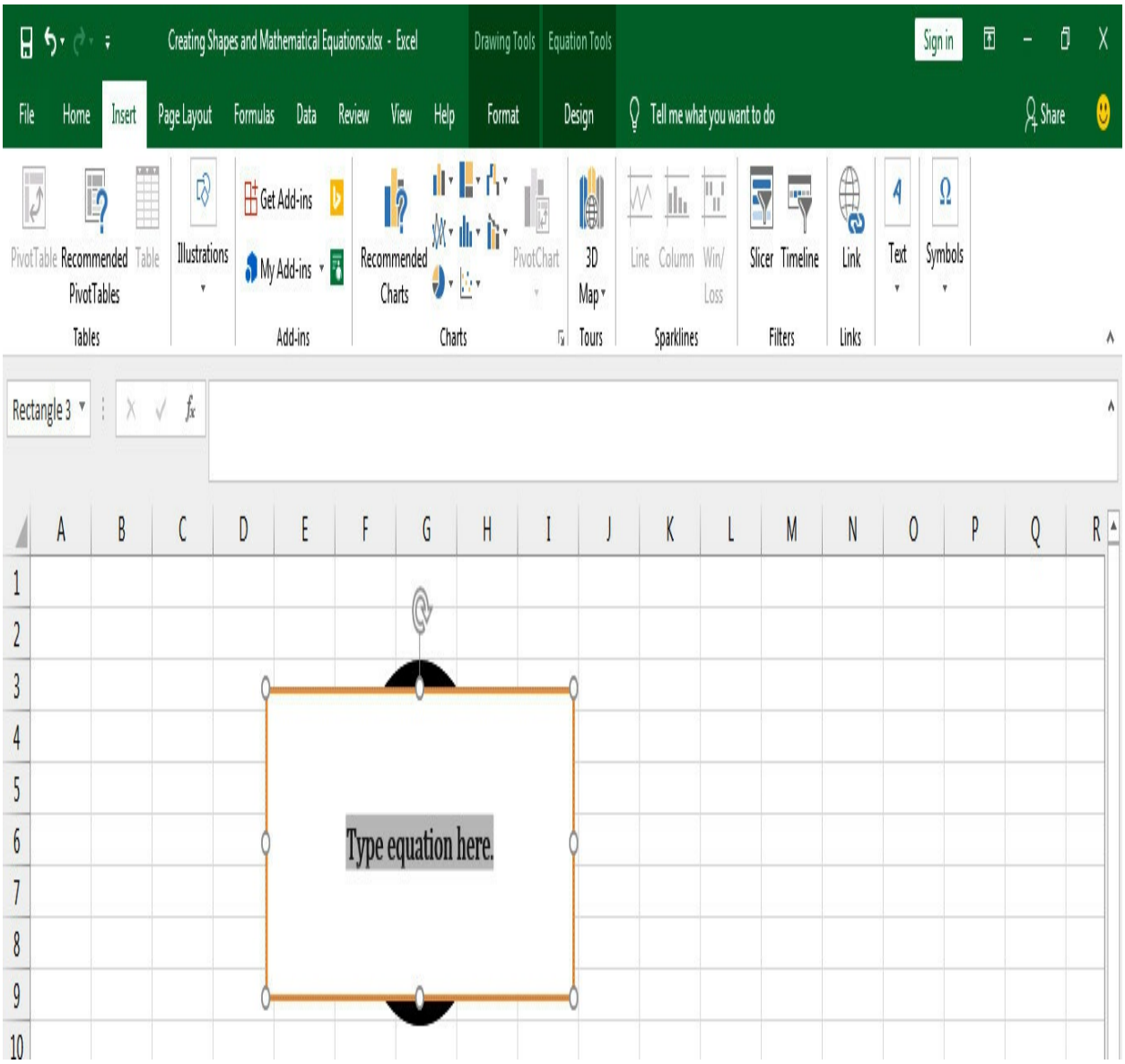


13. Press **Ctrl+Z** to undo the last action.
Excel moves the rectangle in front of the circle.

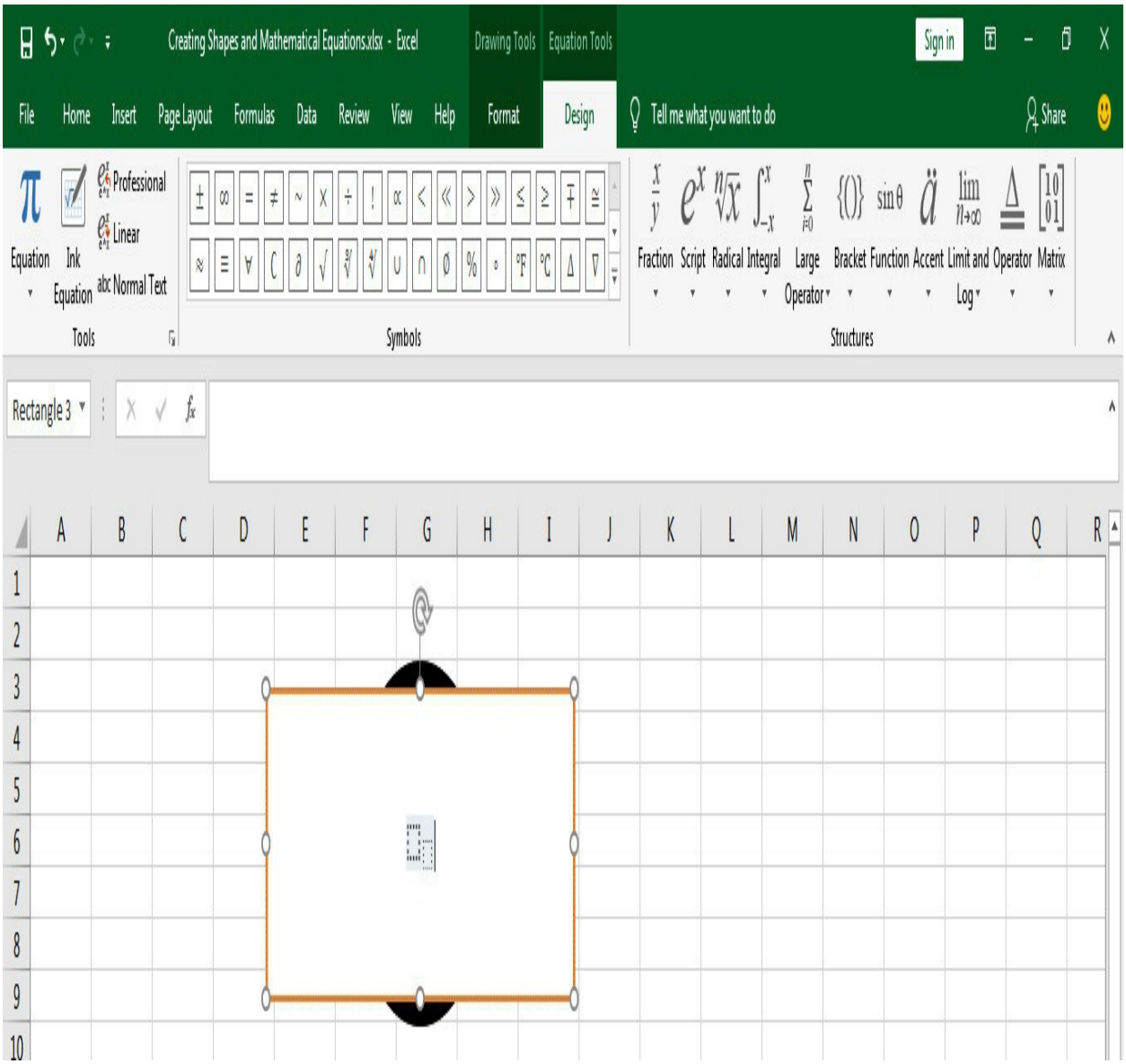
14. Click anywhere on the worksheet except on the circle or the rectangle. Click the rectangle and then, on the **Insert** tab, in the **Symbols** group, click **Equation**.



The text **Type equation here** appears in the rectangle.

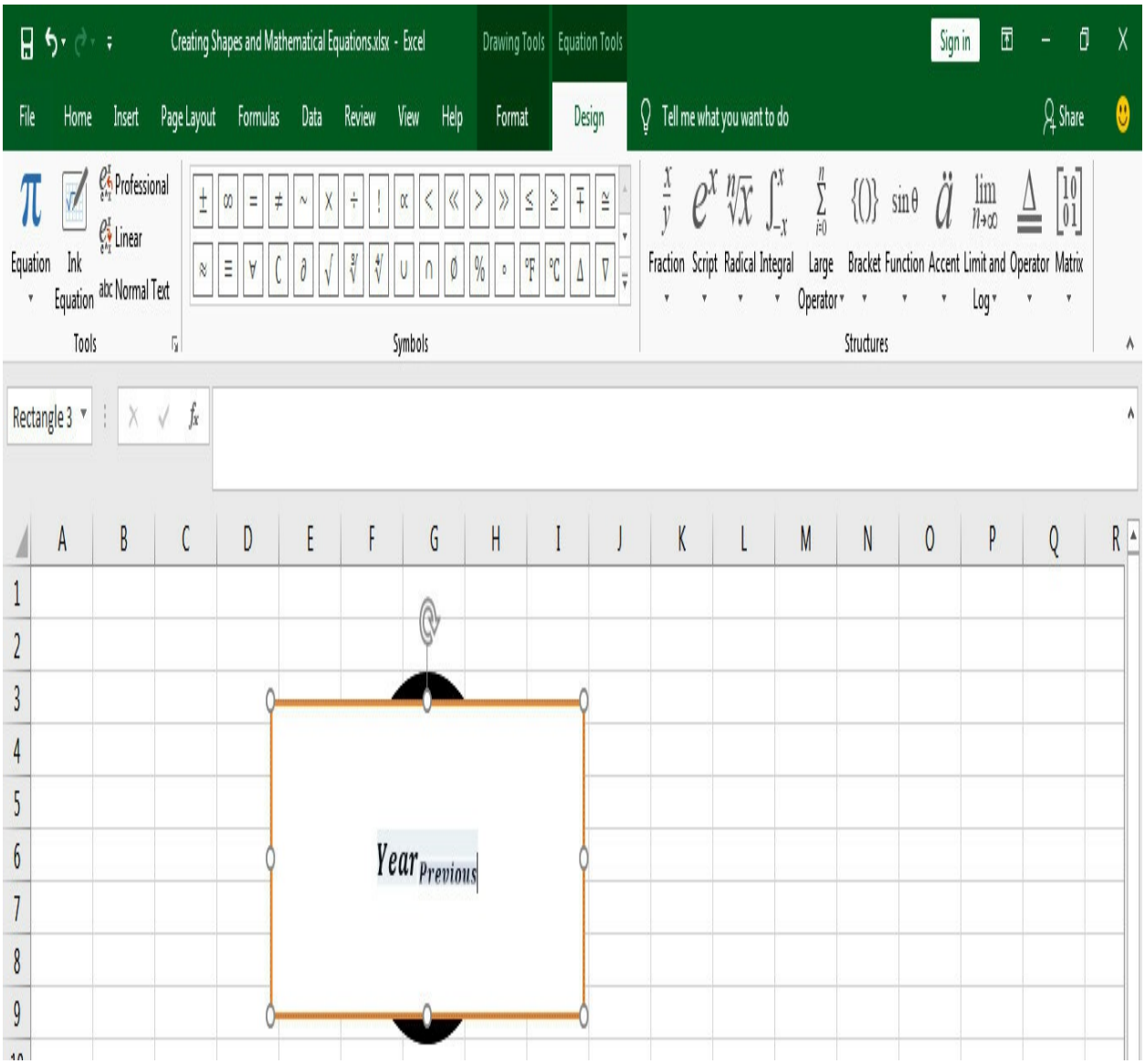


15. On the **Equation Tools Design** contextual tab, in the **Structures** group, click the **Script** button, and then click the **Subscript** structure (the second from the left in the top row).
The **Subscript** structure's outline appears in the rectangle.

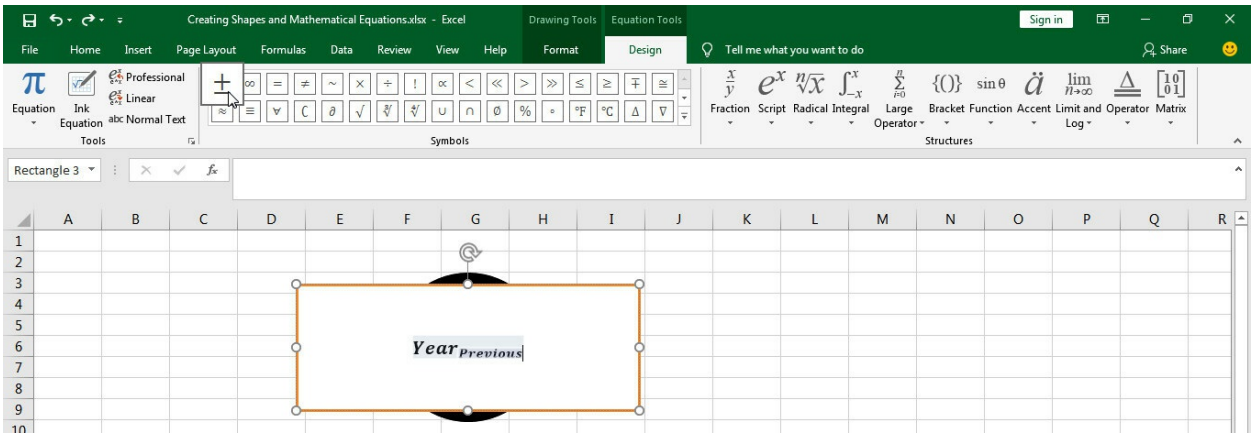


16. Click the left box of the structure and type **Year**.

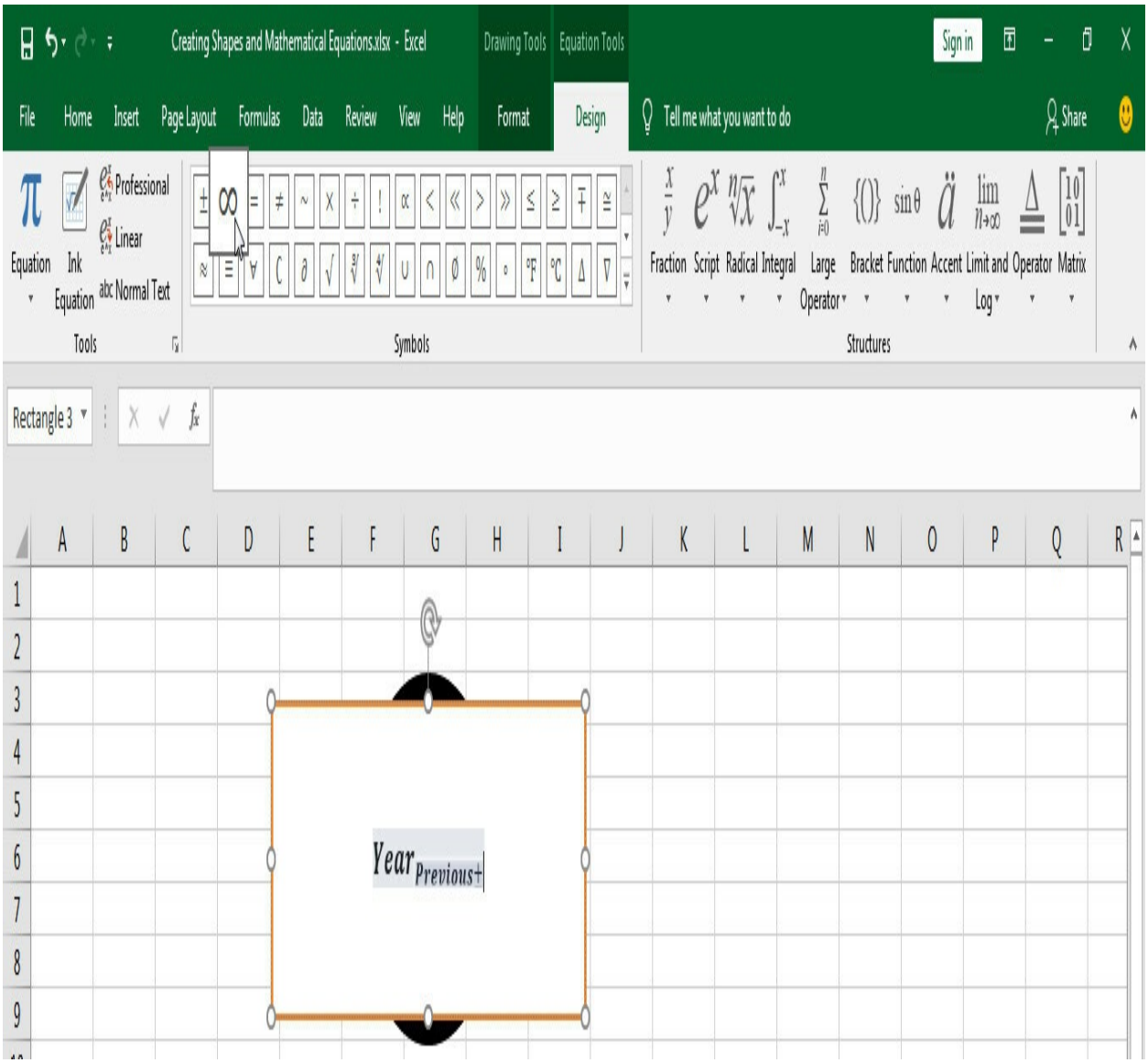
17. Click the right box of the structure and type **Previous**.



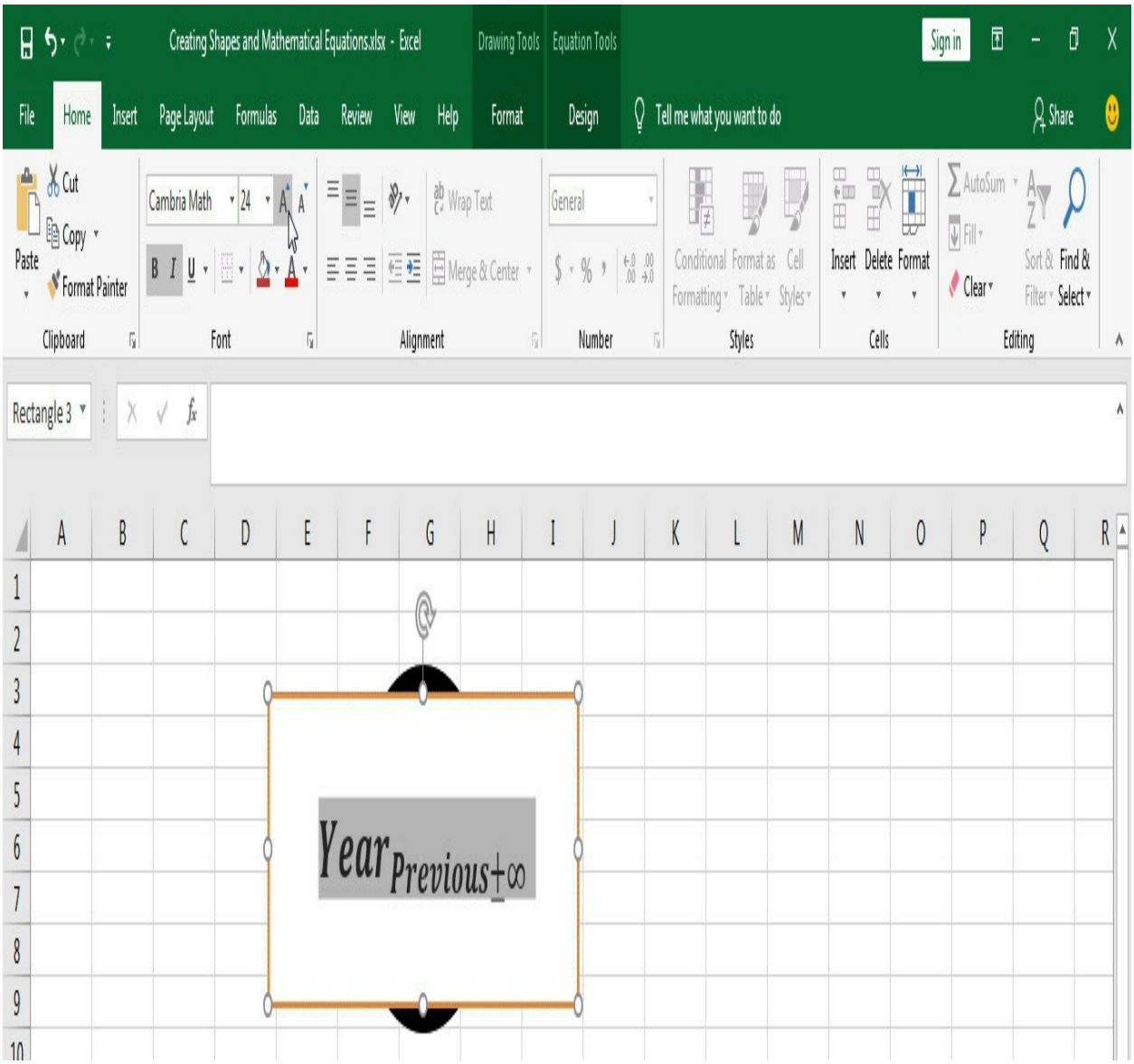
18. Press the **Right Arrow** key once to move the cursor to the right of the word **Previous** and then, in the **Symbol** group gallery, click the **Plus Minus** symbol (the first symbol on the top row).



19. In the **Symbols** group gallery, click the **Infinity** symbol (the second symbol on the top row).



20. Select all of the text in the rectangle and then, on the **Home** tab, in the **Font** group, click the **Increase Font Size** button four times. Excel increases the equation text's font size.



CHAPTER 8
PRINTING

In this section, you'll learn how to add headers and footers to worksheets, print worksheets, and print charts.

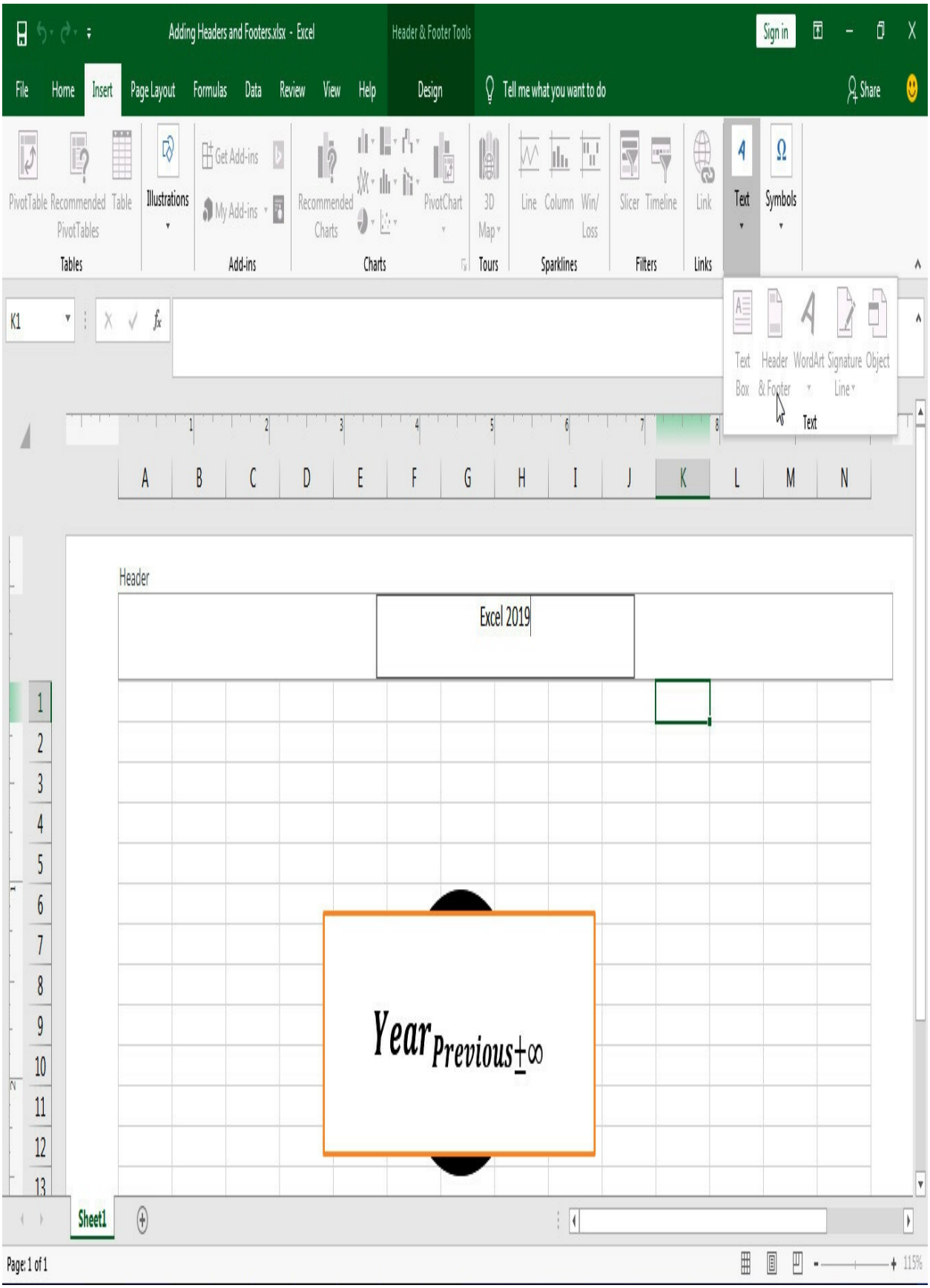
ADDING HEADERS AND FOOTERS

You can also create headers and footers by typing text or using the commands in the **Header & Footer Elements** group to insert a date, time,

worksheet name or page number.

Adding Headers and Footers

1. Click **Insert** tab, in the **Text** group, click **Header & Footer**. Excel displays workbook in **Page Layout** view.
2. In the middle header section, type **Excel 2019**, and then press **Enter**.


Adding Headers and Footers.xlsx - Excel
Header & Footer Tools
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Recommended Charts
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Slicer
Timeline
Link
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Charts
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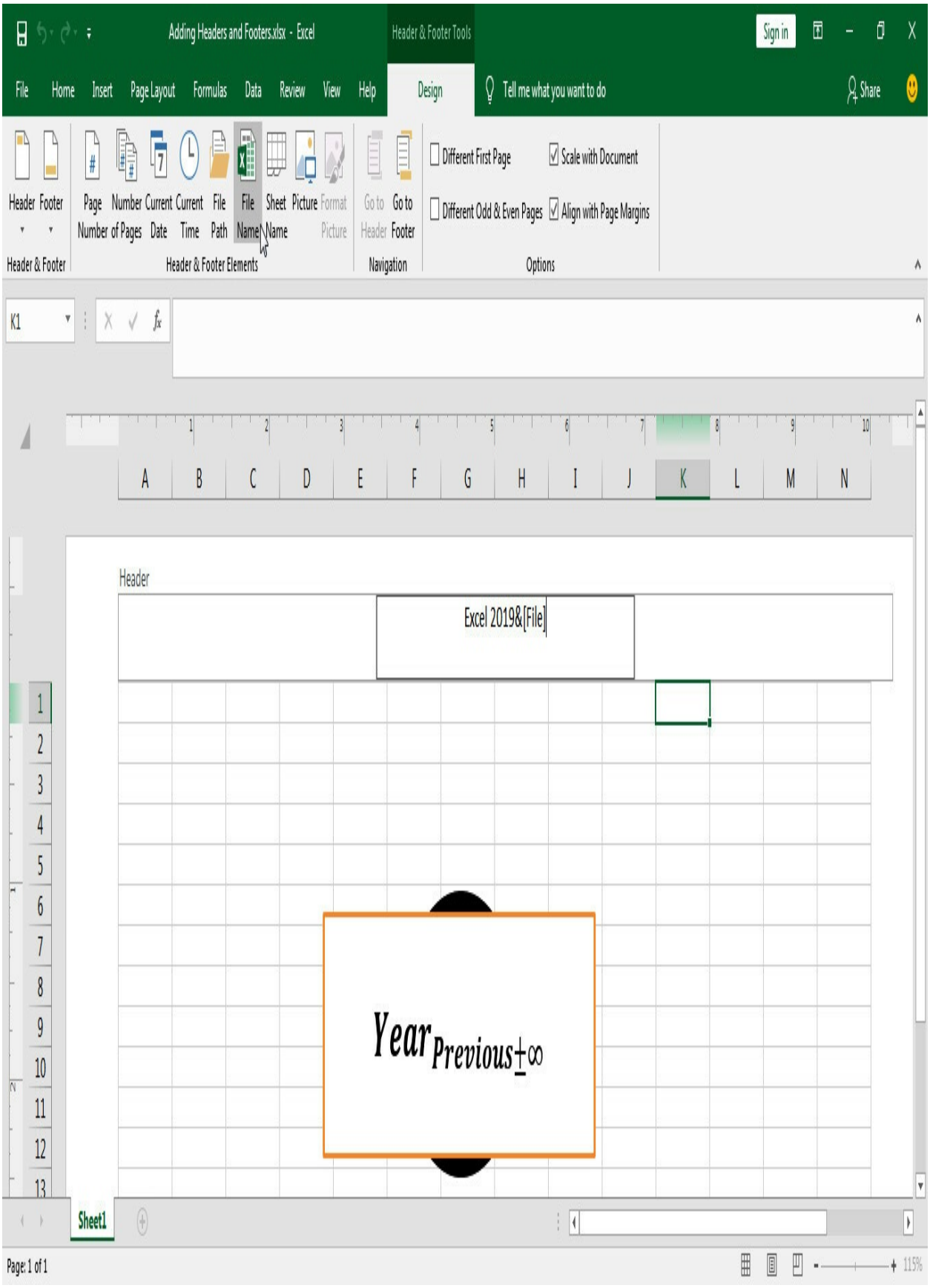
Sheet1
Page: 1 of 1
115%

3. On the **Design** contextual tab, in the **Header & Footer Elements** group, click **File Name**.
Excel adds the **&[File]** code to the header.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Page: 1 of 1
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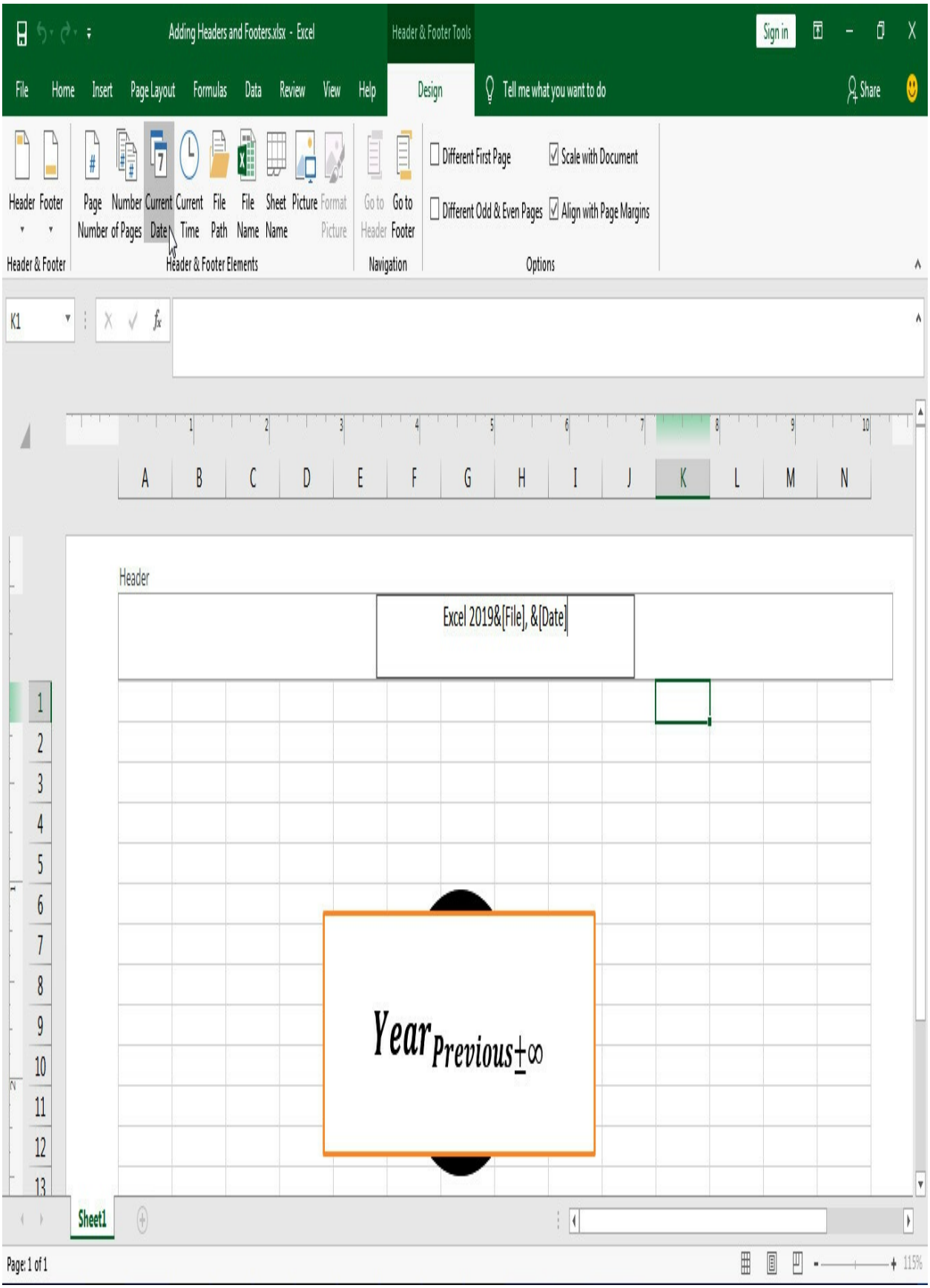
4. To the right of the **&[File]** code, type a comma, and then press the **Spacebar**.
5. On the **Design** contextual tab, in the **Header & Footer Elements** group, click **Current Date**.
Excel changes the contents of the middle header section to **[File], &[Date]**.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Page: 1 of 1
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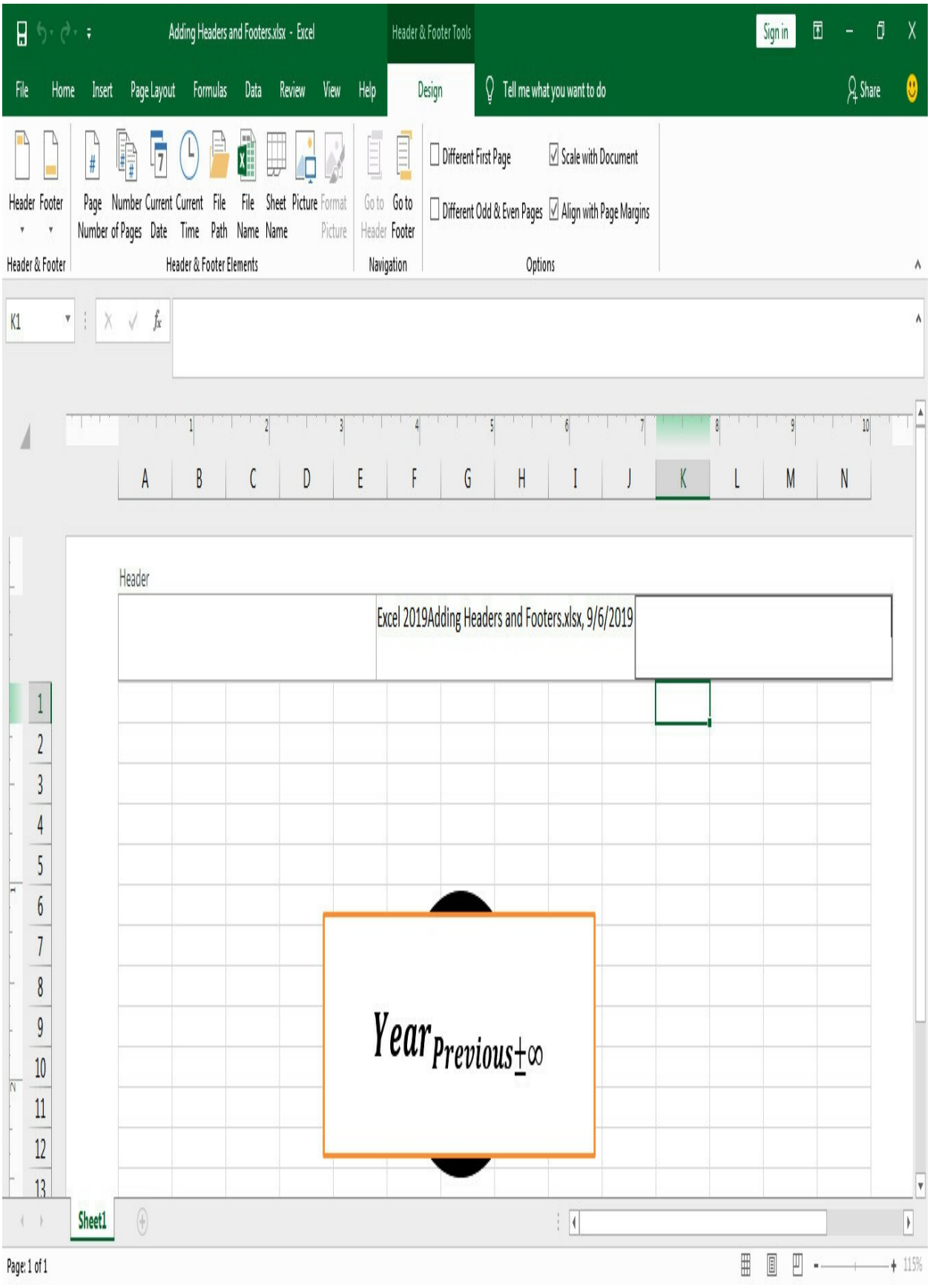
6. Press **Tab** key.
Excel will highlight the right header section; the workbook name and current date appear in the middle header section.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Page: 1 of 1
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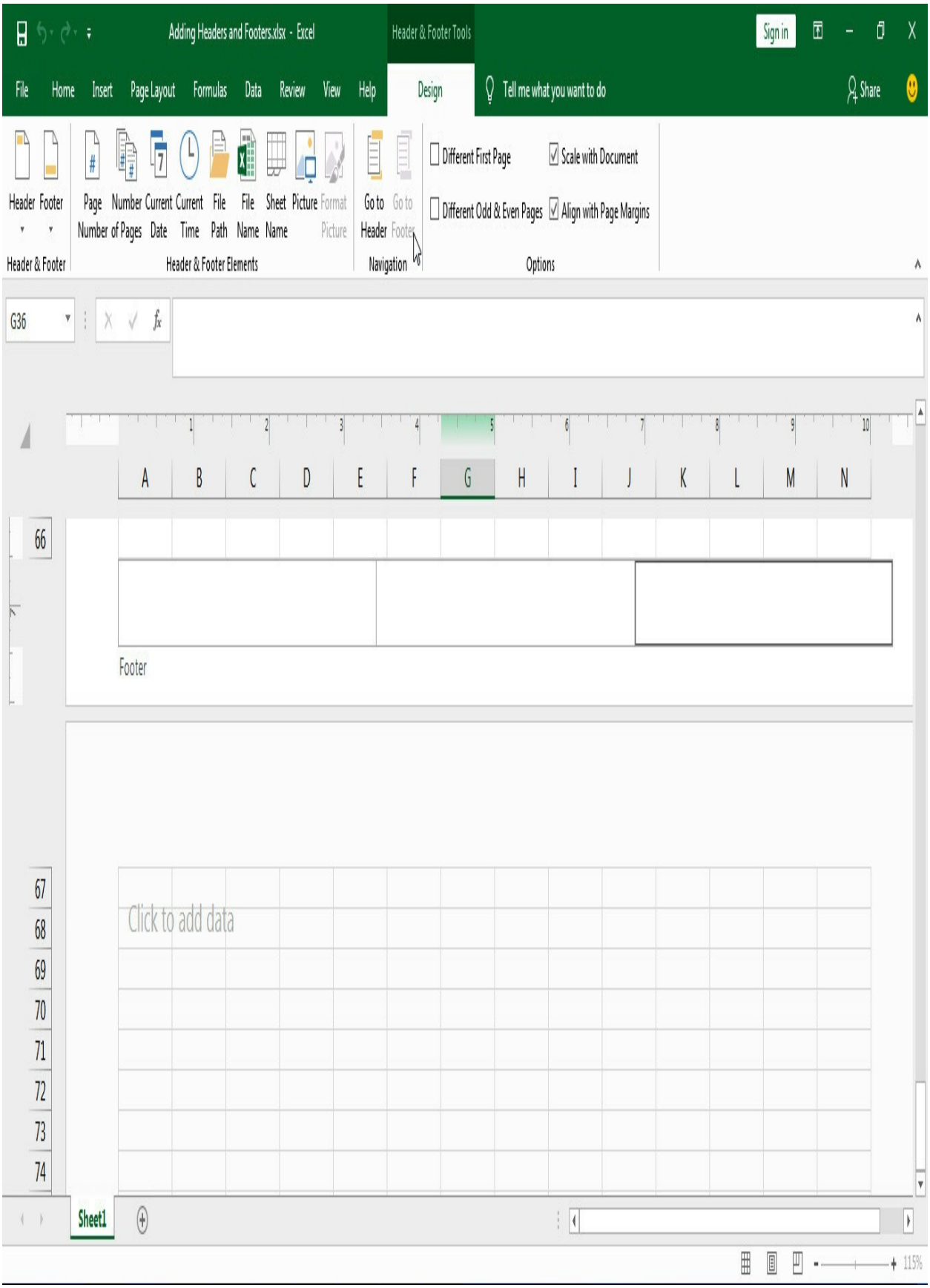
7. On the **Design** contextual tab, in the **Navigation** group, click **Go to Footer**.
Excel will highlight the right footer section.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Click to add data
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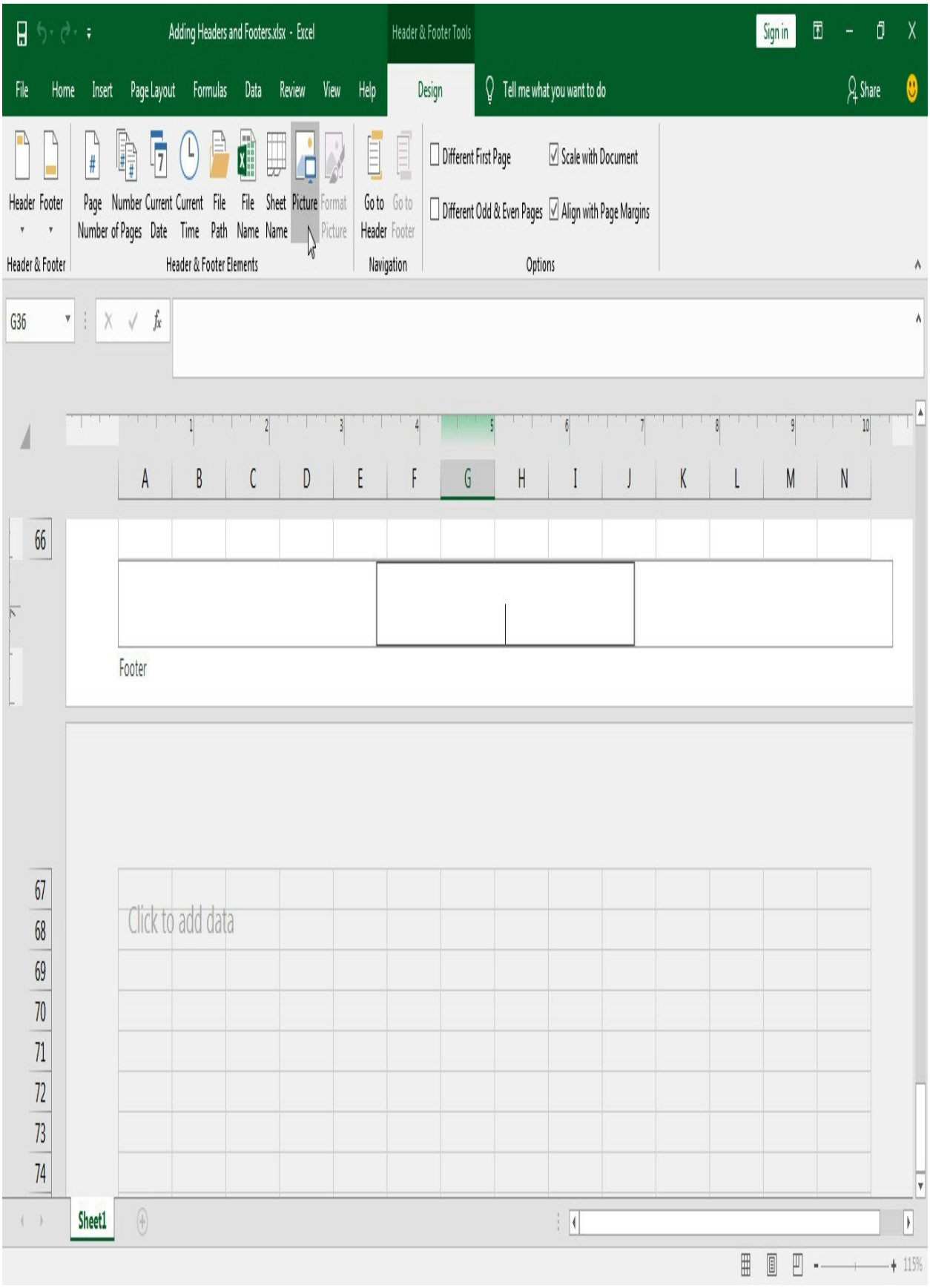
8. Click the middle footer section.
9. On the **Design** contextual tab, in the **Header & Footer Elements** group, click **Picture**.


Adding Headers and Footers.xlsx - Excel
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Click to add data
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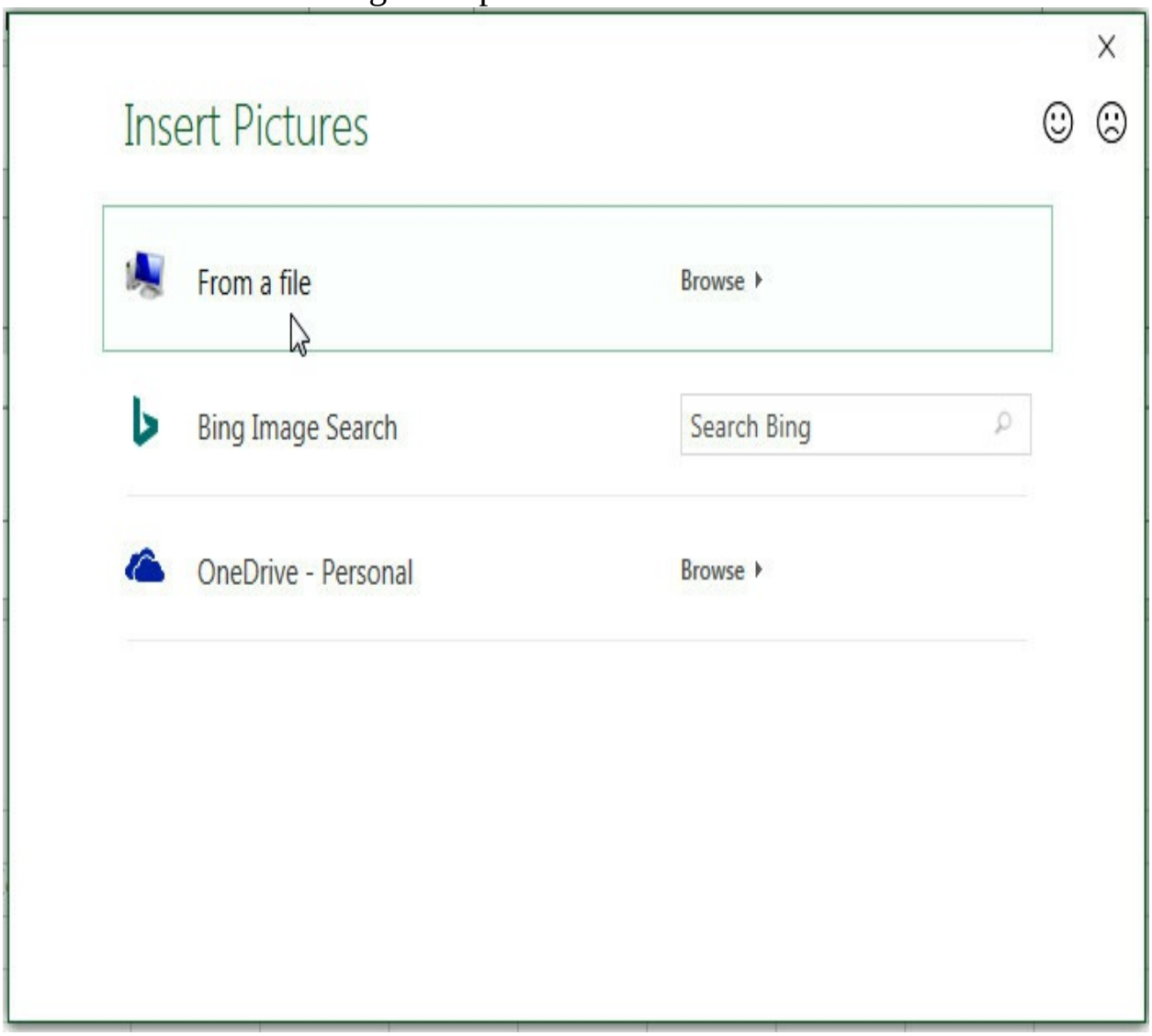
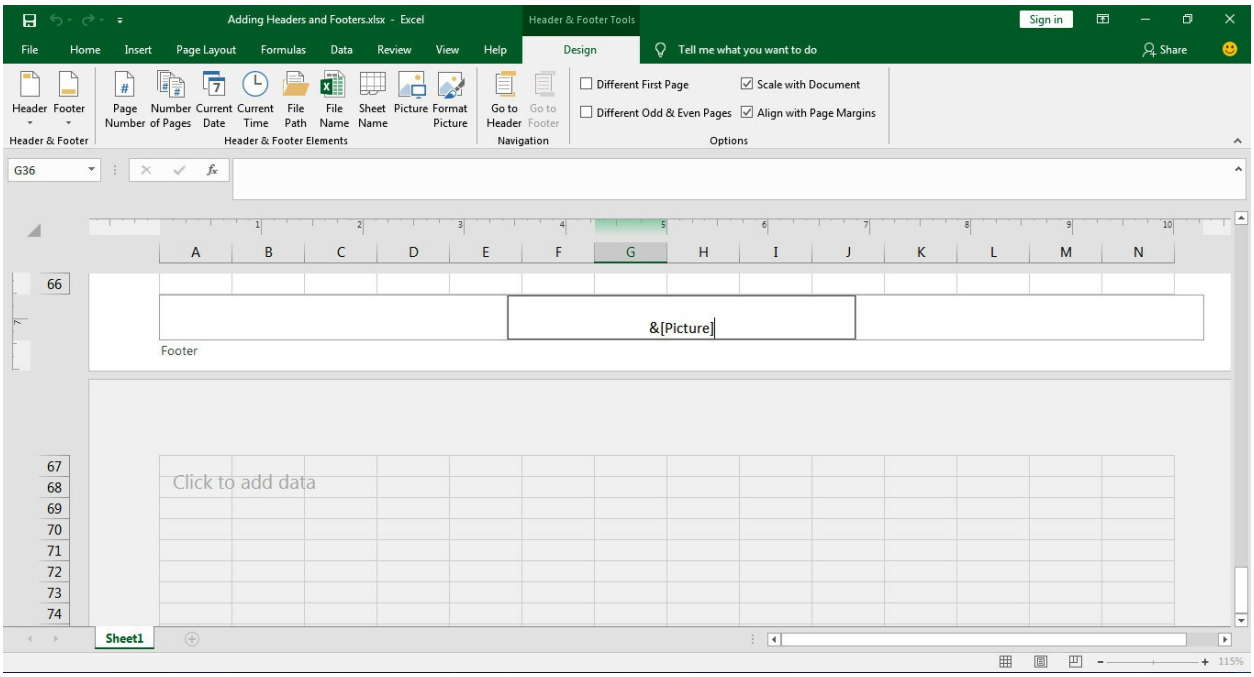
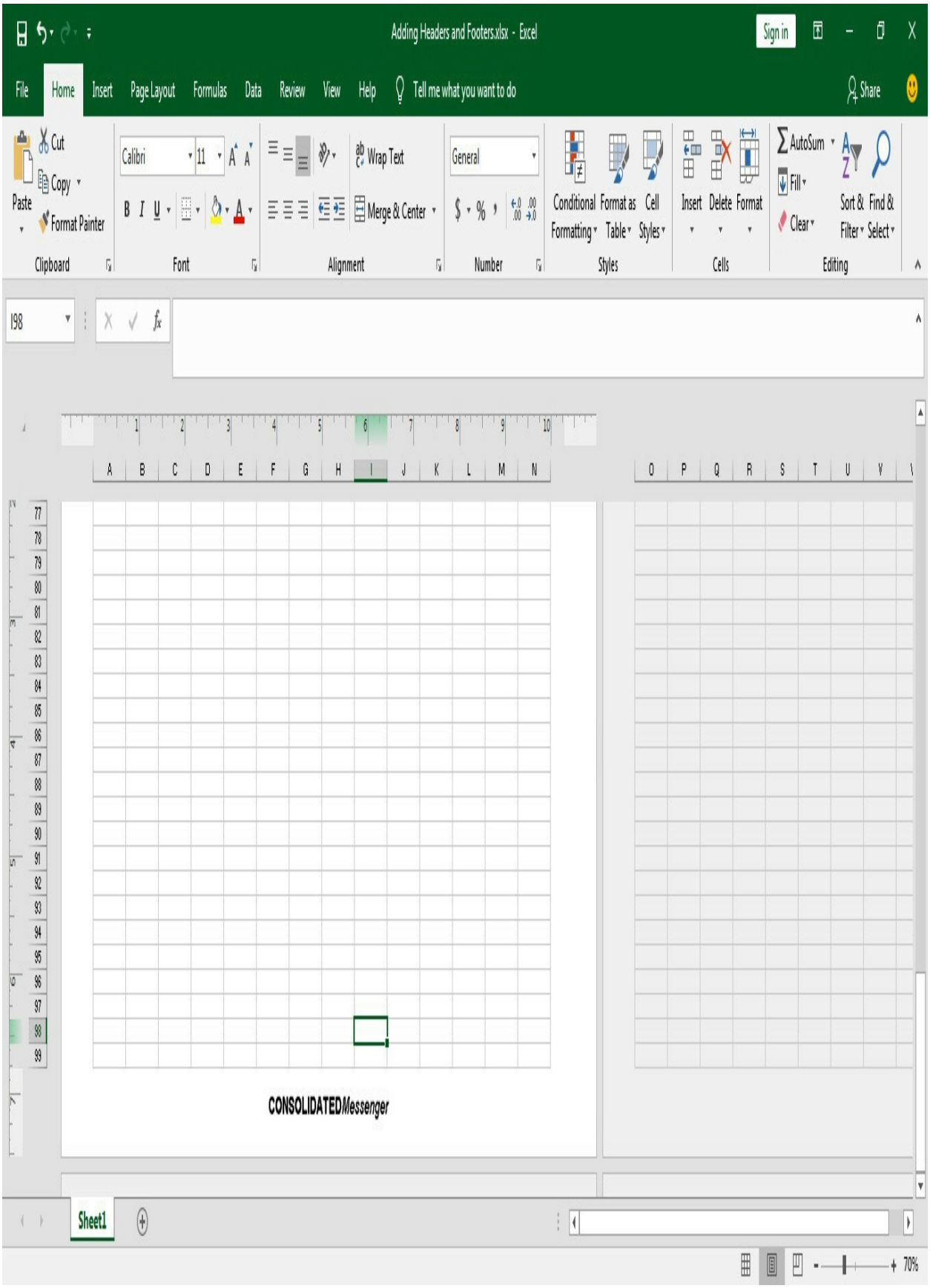
The **Insert Picture** dialog box opens.



10. Navigate to the file Excel of you, and then double-click file (**jpg**). The code **&[Picture]** appears in the middle footer section.



11. Click any worksheet cell above the footer.
Excel displays the worksheet as it will be printed.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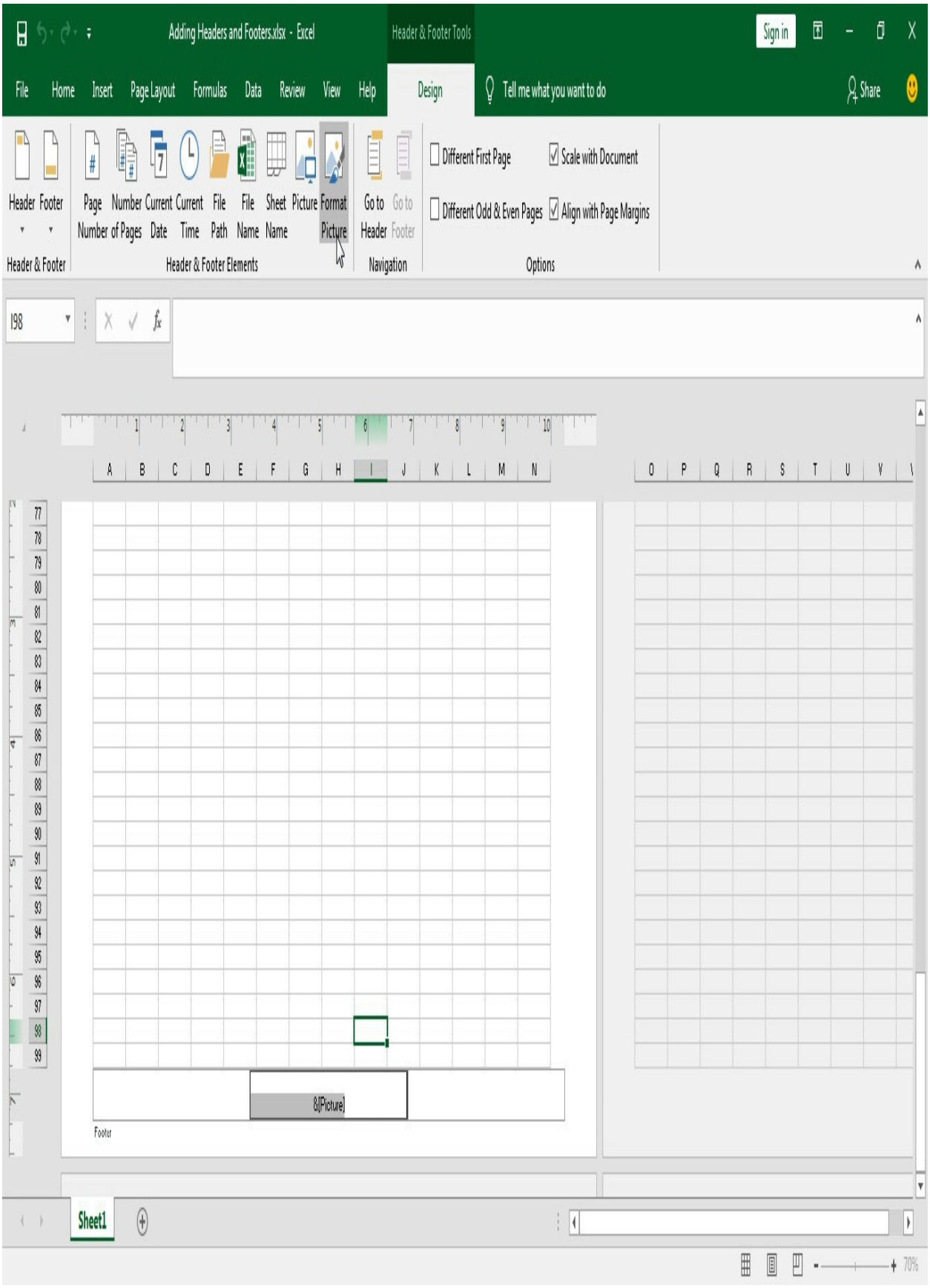
12. Click the image in the footer and then, on the **Design** contextual tab, click **Format Picture**.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&[Picture]
Footer
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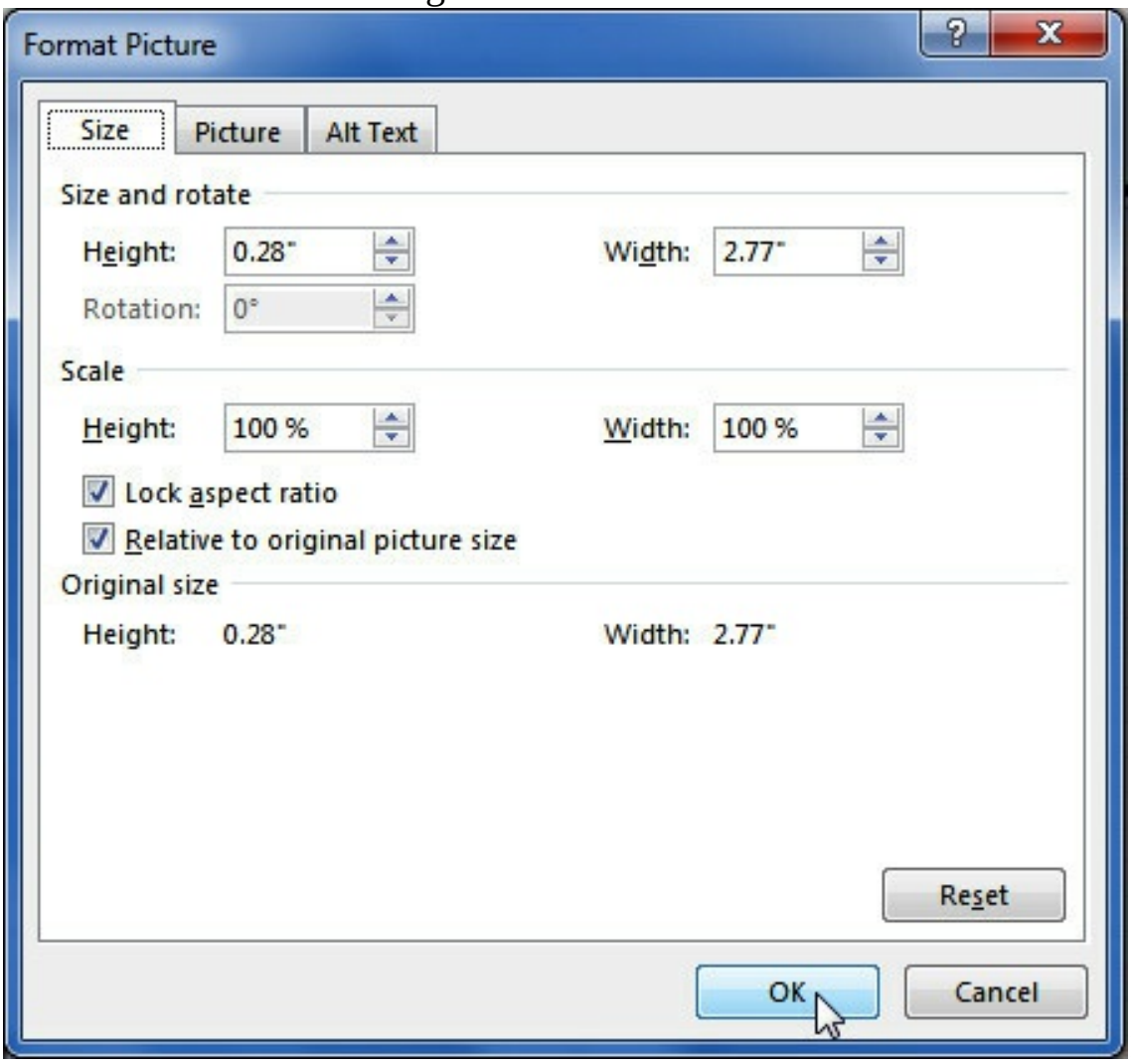
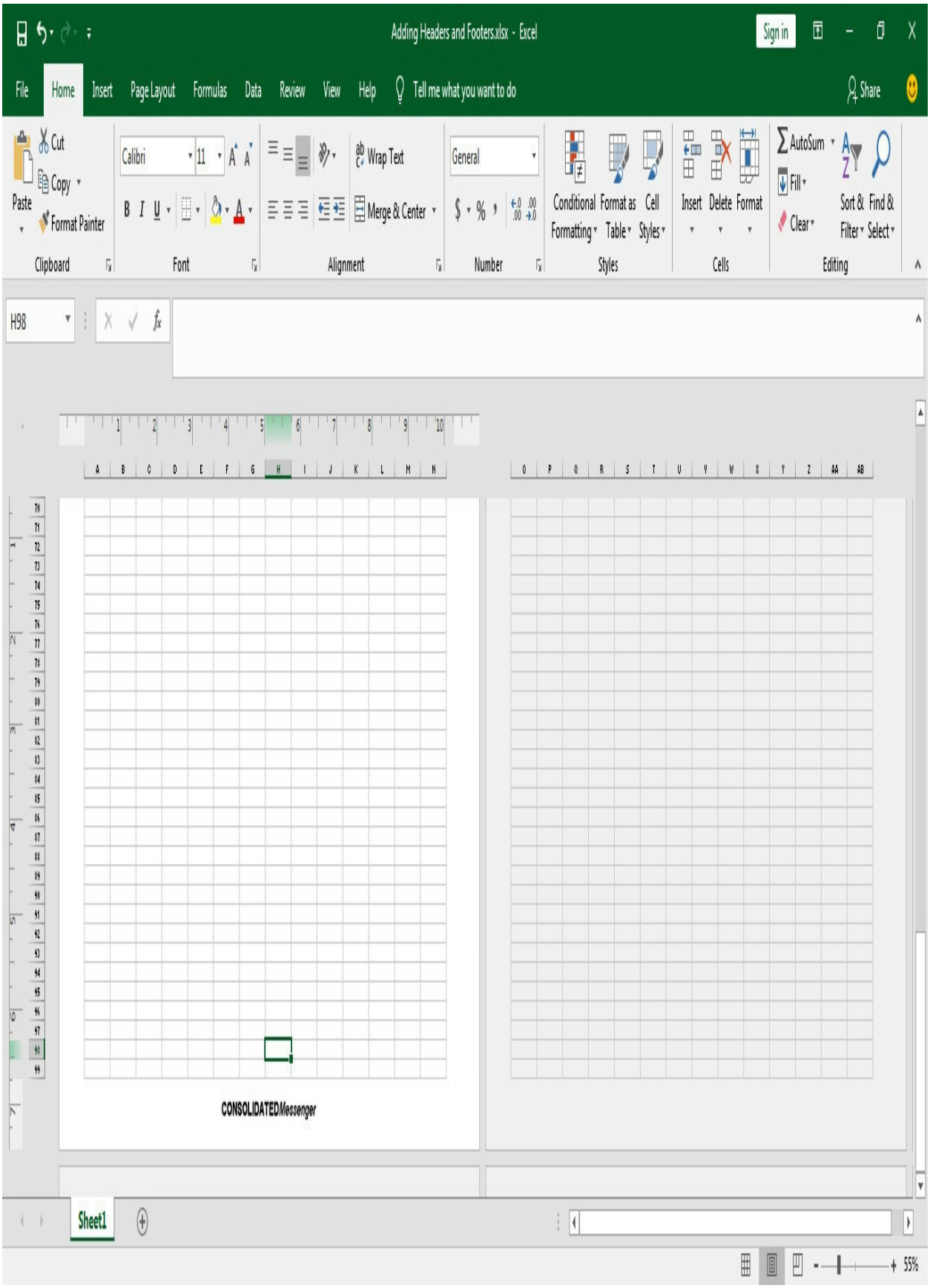
The **Format Picture** dialog box opens.
13. Click the **Size** tab.

14. In the **Scale** area of the dialog box, in the **Height** field, type **100%**, and then click **OK**.
The **Format Picture** dialog box closes.



15. Click any worksheet cell above the footer.
Excel displays the newly formatted picture.


Adding Headers and Footers.xlsx - Excel
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Conditional Formatting
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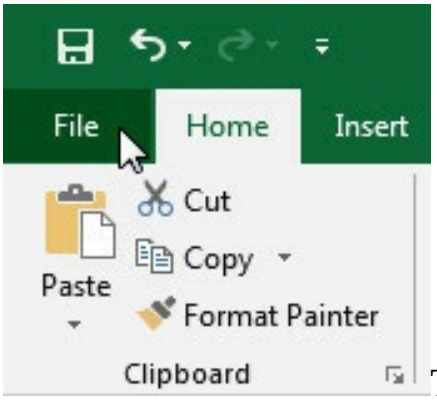
PRINTING WORKSHEETS

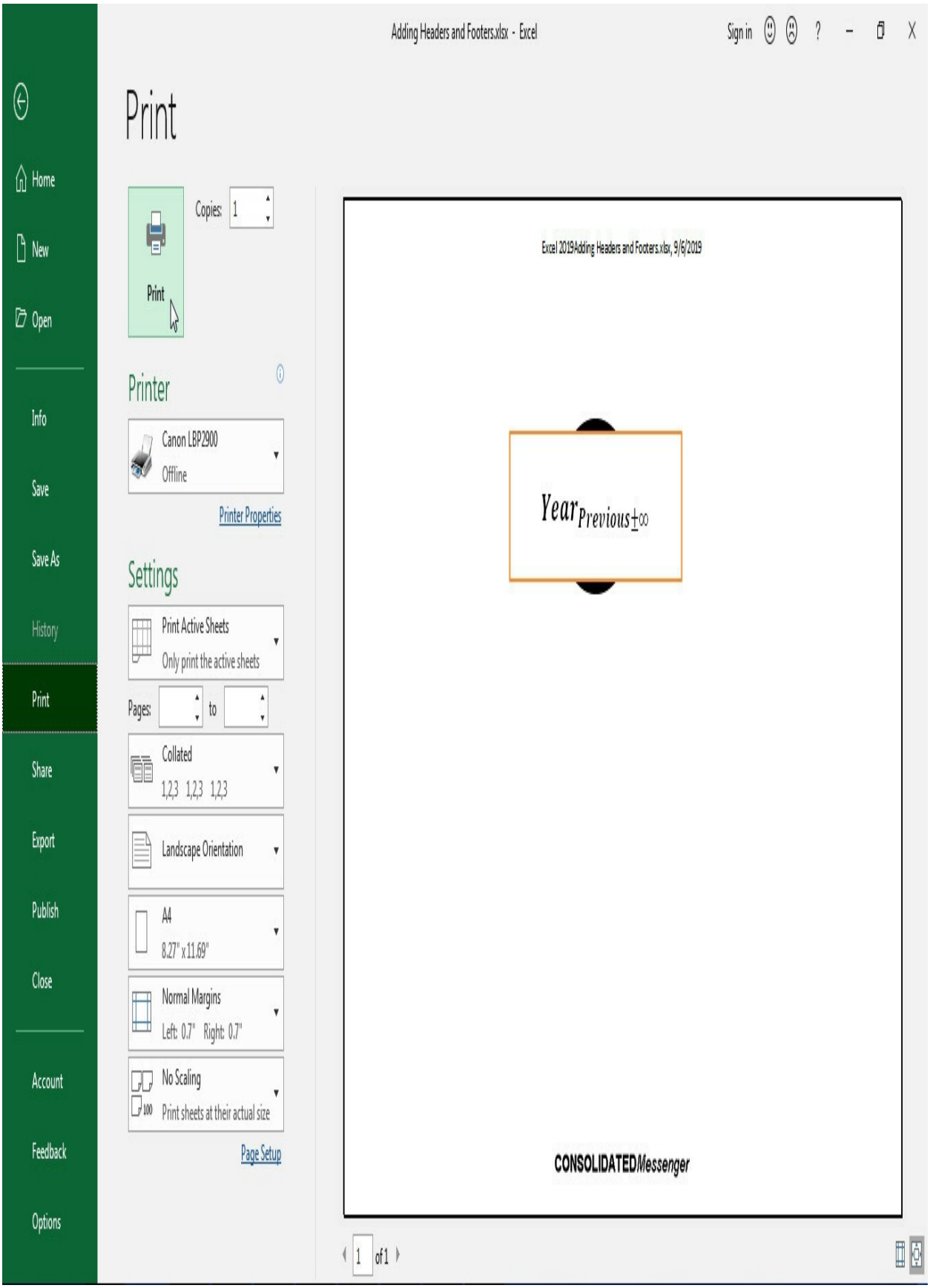
When to print a worksheet, all you have to do is click the **File** tab > click **Print**, and then click the **Print** button. You can also use the commands on the **Print** page of the **Backstage** view to determine how Excel prints worksheet.

Printing

In this section, you'll print worksheets, you can also display the **Print** page of the **Backstage** view and then clicking the **Print** button. **1.** Click the **File** tab, and then click **Print**.



The **Print** page of the **Backstage** view is displayed.


Adding Headers and Footers.xlsx - Excel
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Print
Share
Export
Publish
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Account
Feedback
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Printer Properties
Settings
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A4
8.27" x 11.69"
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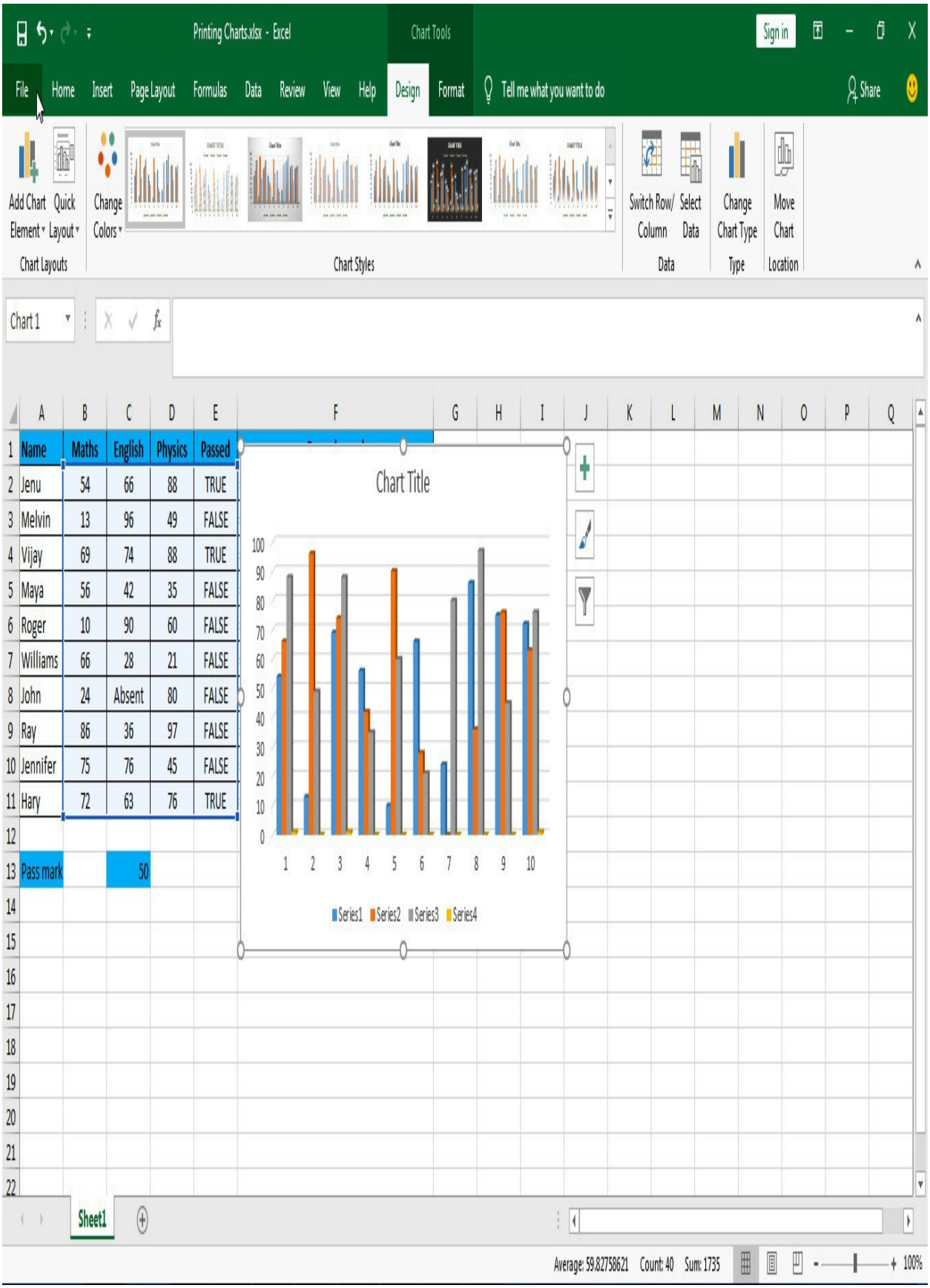
Page Setup
Excel 2019Adding Headers and Footers.xlsx, 9/6/2019
Year Previous+∞
CONSOLIDATEDMessenger
1 of 1

2. In the **Settings** area, verify that the **Print Active Sheets** option is selected.
3. Click the **Print** button if you want to print the worksheets.

PRINTING CHARTS

To print a chart, click the chart, click the **File** tab, and then click **Print** to display the **Print** page in the **Backstage** view. In the **Settings** area, **Print Selected Chart** will be the only option available.

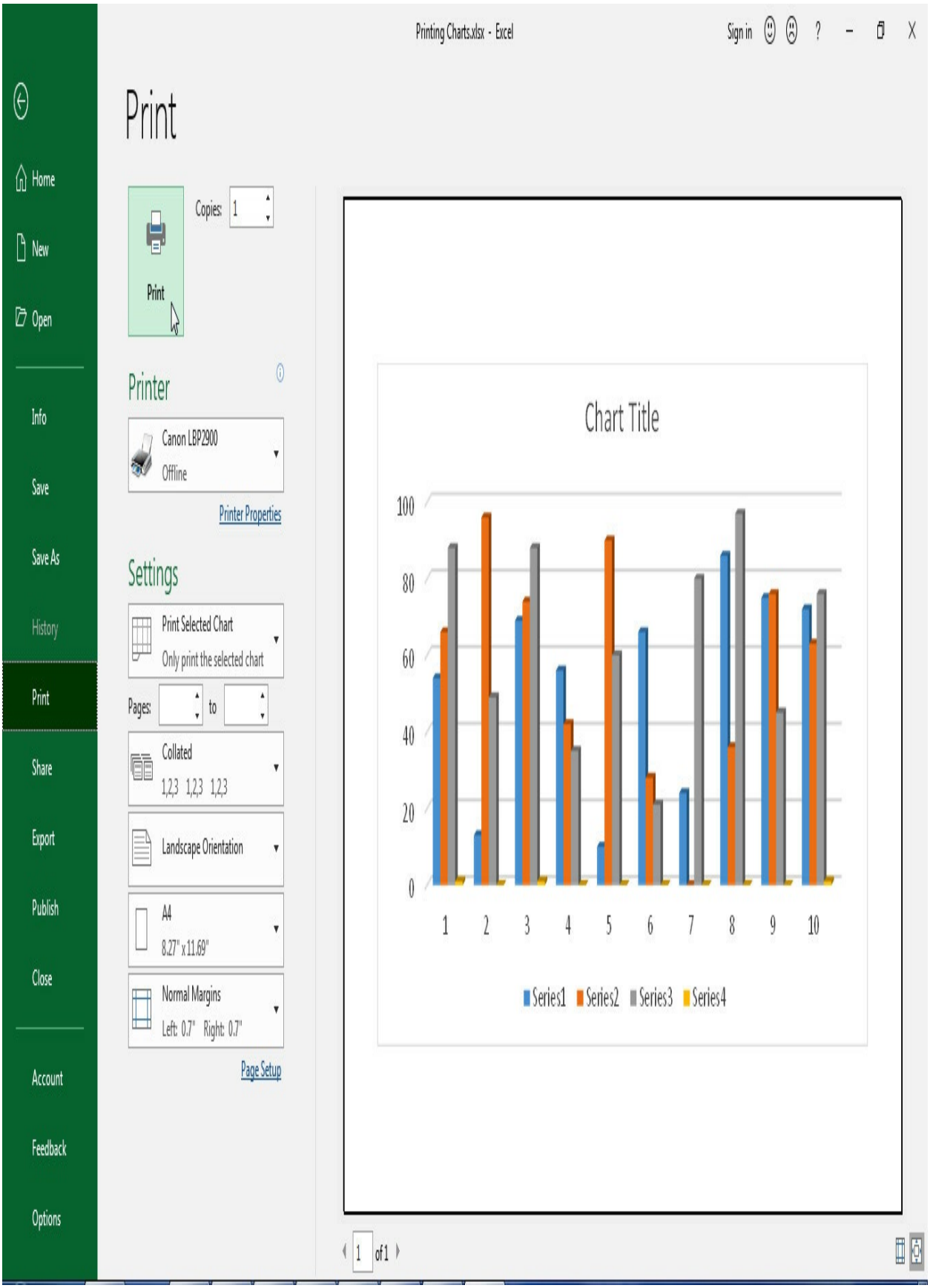
1. Click select the chart.
2. Click the **File** tab.



Name	Maths	English	Physics	Passed
Jenu	54	66	88	TRUE
Melvin	13	96	49	FALSE
Vijay	69	74	88	TRUE
Maya	56	42	35	FALSE
Roger	10	90	60	FALSE
Williams	66	28	21	FALSE
John	24	Absent	80	FALSE
Ray	86	36	97	FALSE
Jennifer	75	76	45	FALSE
Hary	72	63	76	TRUE
Pass mark		50		

3. Click **Print**.
The **Print** page of the **Backstage** view is displayed.

4. Verify that the **Print Selected Chart** option is selected, and then click **Print**.


Printing Charts.xlsx - Excel
Sign in
Print
Home
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Info
Save
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History
Print
Share
Export
Publish
Close
Account
Feedback
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Canon LBP2900
Offline
Printer Properties
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100
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1 2 3 4 5 6 7 8 9 10
Series1 Series2 Series3 Series4
1 of 1

Tip:
You can also hold down the **Ctrl + P**to open **Backstage** view.

CHAPTER 9
KEYBOARD SHORTCUTS

Ctrl Combination Shortcut Keys

Key Ctrl+Shift+(
Ctrl+Shift+&
Ctrl+Shift+_
Ctrl+Shift+~ Ctrl+Shift+$
Ctrl+Shift+%
Ctrl+Shift+^
Ctrl+Shift+#
Ctrl+Shift+@

Description
Unhides any hidden rows within the selection.
Applies the outline border to the selected cells.
Removes the outline border from the selected cells.
Applies the General number format. Applies the Currency format with two decimal places (negative numbers in parentheses).
Applies the Percentage format with no decimal places.
Applies the Scientifc number format with two decimal places.
Applies the Date format with the day, month, and year.
Applies the Time format with the hour and minute, and A.M. or P.M.
Ctrl+Shift+!

Ctrl+Shift+*
Ctrl+Shift+: Ctrl+Shift+”
Ctrl+Shift+Plus (+)
Ctrl+Minus (-)
Ctrl+; Ctrl+`
Ctrl+’
Ctrl+1 Ctrl+2
Ctrl+3

Ctrl+4
Ctrl+5
Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values. Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
Enters the current time.
Copies the value from the cell above the active cell into the cell or the formula bar.
Displays the Insert dialog box to insert blank cells.
Displays the Delete dialog box to delete the selected cells.
Enters the current date.
Toggles between displaying cell values and displaying formulas in the worksheet.
Copies a formula from the cell above the active cell into the cell or the formula bar.
Displays the Format Cells dialog box. Toggles to apply or remove bold formatting.
Toggles to apply or remove italic formatting.
Toggles to apply or remove underlining. Toggles to apply or remove strikethrough.
Ctrl+6

Ctrl+8

Ctrl+9
Ctrl+0
Ctrl+A

Ctrl+Shift+A
Ctrl+B
Ctrl+C Ctrl+D
Ctrl+F
Ctrl+Shift+F

Ctrl+G Toggles between hiding and displaying objects.
Toggles to display or hide the outline symbols.
Hides the selected rows.

Hides the selected columns.
Selects the entire worksheet. If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box. Inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula. Toggles to apply or remove bold formatting.
Copies the selected cells.
Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below. Displays the Find And Replace dialog box, with the Find page active. Shift+F5 also displays this page, whereas Shift+F4 repeats the last Find action.
Opens the Format Cells dialog box with the Font page active.
Displays the Go To dialog box. F5 also displays this dialog box.

Ctrl+H
Ctrl+I
Ctrl+K

Ctrl+L Ctrl+N Ctrl+O

Ctrl+Shift+O Ctrl+P
Ctrl+Shift+P
Ctrl+R
Ctrl+S

Ctrl+T
Ctrl+U
Ctrl+Shift+U

Ctrl+V

Displays the Find And Replace dialog box, with the Replace page active. Toggles to apply or remove italic formatting.
Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
Displays the Create Table dialog box. Creates a new, blank workbook.
Displays the Open dialog box to open or fnd a fle.
Selects all cells that contain comments. Displays the Print page in the Backstage view.
Opens the Format Cells dialog box with the Font page active.
Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
Saves the active file with its current file name, location, and file format.
Displays the Create Table dialog box. Toggles to apply or remove underlining. Toggles between expanding and collapsing the formula bar.
Inserts the contents of the Microsoft Offce Clipboard at the insertion point and replaces any selection.

Available only after you have cut or copied an object, text, or cell contents.

Ctrl+Alt+V Displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.

Ctrl+W Closes the selected workbook window. Ctrl+X Cuts the selected cells.
Ctrl+Y Repeats the last command or action, if

possible.

Ctrl+Z Uses the Undo command to reverse the last command or to delete the last entry that you typed.

Function Keys

Key Description

F1 Displays the Excel Help task pane. Ctrl+F1 Displays or hides the ribbon.
Alt+F1 Creates an embedded chart of the data in

the current range.
Alt+Shift+F1 Inserts a new worksheet.
F2 Opens the active cell for editing and

positions the insertion point at the end of the cell contents. It also moves the insertion point into the formula bar when editing in a cell is turned off.

Ctrl+F2 Displays the print preview area on the Print page in the Backstage view.
Shift+F2 Adds a cell comment or opens an existing comment for editing.
F3 Displays the Paste Name dialog box. Available only if there are existing names in the workbook.
Shift+F3 Displays the Insert Function dialog box.
F4 Repeats the last command or action, if possible.
Ctrl+F4 Closes the selected workbook window.
Alt+F4 Closes Excel.
F5 Displays the Go To dialog box.

Ctrl+F5 Restores the window size of the selected workbook window.
F6 Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split, F6 includes the split panes when switching between panes and the ribbon area.

Ctrl+F6 Switches to the next workbook window when more than one workbook window is open.

Shift+F6 Switches between the worksheet, Zoom controls, task pane, and ribbon.
F7 Displays the Spelling dialog box to check spelling in the active worksheet or selected range.
Ctrl+F7 Performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter or Esc to cancel.
F8 Turns extend mode on or off. In extend mode, *Extended Selection* appears in the status line, and the arrow keys extend the selection.
Ctrl+F8

Alt+F8
Shift+F8
F9
Ctrl+F9
Shift+F9
Ctrl+Alt+F9
Ctrl+Alt+Shift+F9
F10
Ctrl+F10
Shift+F10
Alt+Shift+F10

F11 Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized. Displays the Macro dialog box to create, run, edit, or delete a macro.
Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
Calculates all worksheets in all open workbooks.
Minimizes a workbook window to an icon.

Calculates the active worksheet.
Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation. Rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
Turns key tips on or off. (Pressing Alt does the same thing.)
Maximizes or restores the selected workbook window.
Displays the shortcut menu for a selected item.
Displays the menu or message for an Error Checking button.
Creates a chart of the data in the current range in a separate Chart sheet.
Left Arrow or Right Arrow

Down Arrow or Up Arrow

Alt+F11 Opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).

Shift+F11 Inserts a new worksheet.
F12 Displays the Save As dialog box.

Other Useful Shortcut Keys

Arrow keys Moves one cell up, down, left, or right in a worksheet.
Ctrl+Arrow key Moves to the edge of the current data region (range of cells that contains data and that is bounded by empty cells or datasheet borders) in a worksheet.
Shift+Arrow key Extends the selection of cells by one cell.
Ctrl+Shift+Arrow key Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
Selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu.
Selects the next or previous command when a menu or submenu is open.
When a ribbon tab is selected, these keys navigate up or down the tab group.
In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options. Down Arrow or Alt+Down Arrow

Backspace

Delete
End
Ctrl+End
Ctrl+Shift+End Opens a selected drop-down list.

Deletes one character to the left in the formula bar. Also clears the content of the active cell. In cell editing mode, deletes the character to the left of the insertion point. Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments. In cell editing mode, deletes the character to the right of the insertion point.
Turns End mode on. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column. End also selects the last command on the menu when a menu or submenu is visible. Moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.
Extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end this does not affect the height of the formula bar.

Enter
Alt+Enter Ctrl+Enter
Shift+Enter
Esc
Home
Ctrl+Home
Ctrl+Shift+Home

Completes a cell entry from the cell or the formula bar, and selects the cell below (by default). In a data form, moves to the frst feld in the next record. Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command. In a dialog box, performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button).
Starts a new line in the same cell.
Fills the selected cell range with the current entry.
Completes a cell entry and selects the cell above.
Cancels an entry in the cell or formula bar. Closes an open menu or submenu, dialog box, or message window. Also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again. Moves to the beginning of a row in a worksheet.
Moves to the cell in the upperleft corner of the window when Scroll Lock is turned on. Selects the frst

command on the menu when a menu or submenu is visible.
Moves to the beginning of a worksheet. Extends the selection of cells to the beginning of the worksheet.

Page Down
Alt+Page Down
Ctrl+Page Down Ctrl+Shift+Page
Page Up
Alt+Page Up

Ctrl+Page Up Moves one screen down in a worksheet. Moves one screen to the right in a worksheet.
Moves to the next sheet in a workbook. Down Selects the current and next sheet in a workbook.
Moves one screen up in a worksheet. Moves one screen to the left in a worksheet.
Moves to the previous sheet in a workbook.

Ctrl+Shift+Page Up Selects the current and previous sheet in a workbook.
Spacebar In a dialog box, performs the action for the selected button, or selects or clears a check box.
Ctrl+Spacebar Selects an entire column in a worksheet.
Shift+Spacebar Selects an entire row in a worksheet.
Ctrl+Shift+Spacebar Selects the entire worksheet. If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet. When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet.
Alt+Spacebar Displays the Control menu for the Excel window.
Tab

Shift+Tab

Ctrl+Tab
Ctrl+Shift+Tab Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next option or option group in a dialog box. Moves to the previous cell in a worksheet or the previous option in a dialog box. Switches to the next page in a dialog box.

Switches to the previous page in a dialog box.